**SECTION 2**

**SECTION 1**

**(FPR) Facilities Project Request - FLOWCHART**

11-5-18



STEP 1 Fill out **SECTION 1** Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

STEP 2 Fill out **SECTION 2** Facilities Project Request (FPR) form after SECTION 1 signatures are completed.

NOTE: The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

STEP 3 The Facilities Committee may ask for a brief presentation/Q&A.

**FPR TIMELINE FOR 2019**

**Mar 15**    Facilities Director sends out FPR form to the campus

**April 3**    Requester turns in ***SECTION 1***to their Chair/Supervisor

**April 12**  Dean turns in ***SECTION 1*** to Facilities Director with signatures from Chair/Supervisor,

   Dean/Director, and VP

**May 24**   Vice President turns in ***SECTION 2*** to Facilities Director (If Approved) with signatures from

                Chair/Supervisor, Dean/Director, and VP along with the Council (AAC, ASC, SSC) review date

June, July & August     - No Facilities Committee meeting -

**Aug 19**   Facilities Director sends out FPR reports and scorecards to the Facilities Committee

**Sept 4**     First Facilities Committee meeting after summer and the start of the FPR prioritization

**Nov 6**     Facilities Committee recommends FPR prioritization to College Council

**Nov**        College Council recommends to President

Facilities Project Request (FPR) – Grossmont Facilities Committee

SECTION 1 – Condensed Summary: This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact:       Phone Extension:

Department/Program:       Date:

*Brief* Project *Name*:       Project Number:

 *(Brief phrase identifying need such as “Foreign language lab space expansion”) (Facilities Director fills this in)*

Project Location (building/room number):

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):*

1. The project relates to or involves: (check all that apply):

[ ]  Audiovisual, computers, data, software or phones

[ ]  Building/structure modification or new construction

[ ]  Electrical, mechanical, plumbing

[ ]  Extensive labor/time for Facilities/Maintenance staff

[ ]  Landscape/outdoor project

[ ]  New furniture (not for individual offices)

[ ]  Reconfiguration of furniture

[ ]  Reconfiguration of the layout of a shared space

[ ]  Other (i.e., health/safety – please explain):

1. State briefly how this project affects students and how many will be directly affected:
2. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum):
3. List the other departments, programs, or services that may be impacted by this project:
4. Estimated Cost (if known):       Potential/Recommended funding source:
5. When is this project needed?

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Chair/Supervisor (print name & signature):       Date

Dean/Director (print name & signature):       Date

Vice President (print name & signature):       Date

Facilities Director (print name & signature):       Date

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**If it is determined by the signatures above that the project should go through the FPR process, then the requester will fill out SECTION 2 for the Facilities Committee.**

 (Refer to FPR Process Flowchart)

**SECTION 2**

**SECTION 1**

**(FPR) Facilities Project Request - FLOWCHART**



STEP 1 Fill out **SECTION 1** Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

STEP 2 Fill out **SECTION 2** Facilities Project Request (FPR) form after SECTION 1 signatures are completed.

NOTE: The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

STEP 3 The Facilities Committee may ask for a brief presentation/Q&A.

**FPR TIMELINE FOR 2019**

**Mar 15**    Facilities Director sends out FPR form to the campus

**April 3**    Requester turns in ***SECTION 1***to their Chair/Supervisor

**April 12**  Dean turns in ***SECTION 1*** to Facilities Director with signatures from Chair/Supervisor,

   Dean/Director, and VP

**May 24**   Vice President turns in ***SECTION 2*** to Facilities Director (If Approved) with signatures from

                Chair/Supervisor, Dean/Director, and VP along with the Council (AAC, ASC, SSC) review date

June, July & August     - No Facilities Committee meeting -

**Aug 19**   Facilities Director sends out FPR reports and scorecards to the Facilities Committee

**Sept 4**     First Facilities Committee meeting after summer and the start of the FPR prioritization

**Nov 6**     Facilities Committee recommends FPR prioritization to College Council

**Nov**        College Council recommends to President

Facilities Project Request (FPR) – Grossmont Facilities Committee

 Complete this section ONLY when notified to do so by your Dean/Director

(Refer to FPR Process Flowchart)

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**FPR#**

SECTION 2 - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact:       Phone Extension:

Department/Program:       Date:

*Brief* Project *Name*:       Project Number:

 *(Brief phrase identifying need such as “Foreign language lab space expansion”) (Facilities Director fills this in)*

Project Location (building/room number):

1. Project Description (*please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):*

2. Describe how the project relates to each item:

* **Audiovisual, computers, data, software or phones:**
* **Building/structure modification or new construction**:
* **Electrical, mechanical, plumbing**:
* **Extensive labor/time for Facilities/Maintenance staff**:
* **Landscape/outdoor project**:
* **New furniture (not for individual offices):**
* **Reconfiguration of furniture**:
* **Reconfiguration of the layout of shared space**:
	+ **Other (i.e., health/safety – please explain):**

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?

4. Describe where this project has been planned for and attach documentation *(i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan):*

5. Describe the impact on other departments, services or programs if this project is completed:

6. Describe how this project meets sustainability and accessibility principles:

(Sustainability = minimal environmental impact. Accessibility =promotes maximum independence and integration for students with disabilities)

7. Provide a cost analysis of the project:

1. *What is the cost impact of this project - are the costs one-time or ongoing? How so?*
2. *What are the projected long-term costs?*
3. *What is the ‘life expectancy’ of the project?*
4. *What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)*

8. Describe the timeline for the project *(Is the project urgent – how so?):*

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**ALL signatures are required to *proceed to the Facilities Committee***

Chair/Supervisor (print name & signature):       Date

Dean/Director (print name & signature):       Date

**☐ AAC Review Date**      **☐ ASC Review Date**      **☐ SSC Review Date**

Vice President (print name & signature):       Date

Facilities Director (print name & signature):       Date

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**ALL signatures are required to *proceed to College Council***

Co-Chair of Facilities Committee (print name & signature):       Date

Co-Chair of Facilities Committee (print name & signature):       Date

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**ALL signatures are required to proceed to the *President of the College***

 (Print name & signature):       Date

 Convener of College Council

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**Signature is required to proceed to the President of the College**

[ ]  **Project Approved**

(Print name & signature):       Date

 President of Grossmont College