

Facilities Request Form

This form is to request major facility repairs, minor modifications, and equipment (over \$10,000 and is non-technology and non-supply).

The Facilities & Sustainability Planning Committee uses the following criteria to rank all facility requests. The following criteria will be ranked on a scale of 1-5, with five being the highest score.

1. Support College Mission/Strategic Plan
2. Health/Safety/Security Issues
3. Growth of department/work area
4. Demonstrate need for continuous quality improvement of department/work area

This form will not save partially-completed responses. Please use the PDF version of this form to plan your responses and complete this electronic form when you are ready to submit your responses.

* Contact Person:

Name

Email

Address

Department:

Title of Request:

Location of Request:

Description of Request:

When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

Estimated Cost:

Please attach quote, if available

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Choose File No file chosen

Total Cost of Ownership:

check all that apply

- Replacement (Life Cycle)
- Operations Cost
- Maintenance Cost
- Department budget support the costs as listed above

* Please explain your plan to maintain this request:

Justification of Request:

Please select the applicable criteria below and provide the details how the criteria relate to your request.

- Support College Mission/Strategic Plan
- Health/Safety/Security Issues
- Growth of department/work area
- Demonstrate need for continuous quality improvement of department/work area

Provided details: