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COMPLETE

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Page 1: Please submit one form per request.

Q1 Contact Person

Name **jeri.edelen**
Email Address **jeri.edelen@gcccd.edu**

Q2 Department

library

Q3 Fiscal Year of Request **2018-2019**

Q4 Title of Request

Library facilities

Q5 Location of Request

library

Facilities Request Form

Q6 Description Please provide a brief description of the space or items being requested.

Location Requested Repair or Modification

1)Library – C Building The one and only elevator in the library is old. When it needs repairs, OTIS, the elevator company, says the parts are difficult to find which take weeks for them to arrive. An entire new elevator is needed. It is important to note that the main collection, computers, and group study rooms are all located on the second floor. The elevator is the only way for students, faculty and other patrons with disabilities to access these resources.

2)Library – C Building Reseal the outside windows of the two group study rooms that face the grand lawn. This will require a lift. On rainy days we find water on the indoor ledge of the windows.

3)Library – C Building Install keycard access on door between C-122 and the back area that houses several staff offices (C-127, C-122, etc.). We have had issues where students learn they can go out this side door and avoid the security gate, which means a loss of often expensive resources. Note – the door has been adjusted but it is still difficult to lock and unlock and is difficult to use. Also, even if we lock it, it can still be opened with a push.

4)Library – C Building Replace the lighting on the second floor of the library with LED lighting. There are currently 8 lights that are out in the ceiling on the second floor of the library—2 over the OPACs, 3 over the stairwell and 3 in the stacks/seating area. (The lights are in the round receptacles, NOT the rectangle fluorescent lights). Maintenance usually waits until there are a good amount of these lights out to make it worth their while to bring in the hydraulic lift to replace them, especially the ones over stairwell since they have to build a scaffold to reach the lights in those receptacles. Having LED lights would hopefully mean they would last longer and need to be replaced less often.

5)Library – C Building Address temperature control issues in the library. For instance, can you rebalance the A/C? Can a thermostat be installed in the Circulation area so that space can be better controlled?

Library C-219 C-219 - The Library Living Room: Study area for students. This space used to house computers but after the flood the computers were too old to put back in the room. We would like to turn this into a "wireless / mobile device" space where students can bring their laptops, cell phones, etc. and plug in to study. We would like the electrical polls removed from the center of the room.

6)Library C-210 and C-223 We would like the old blinds removed and have them replaced with shades similar to what is in C-145.

Q7 Please provide the justification for the request, discussing the following: How will the request (and associated program review goal) support the College's mission and strategic priorities? Does the request address any health, safety, or security issues? If so, please describe them. What do program or service area data indicate with regard to growth in increased demand for services? How will the request advance the continuous quality improvement of the department or work area?

Library building needs repairs

Q8 What is the estimated one-time cost of the request?

0

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Q9 Contact Person

Respondent skipped this question

Facilities Request Form

Q10 Department

Respondent skipped this question

Q11 Fiscal Year of Request

Respondent skipped this question

Q12 Title of Request

Respondent skipped this question

Q13 Location of Request

Respondent skipped this question

Q14 Description Please provide a brief description of the space or items being requested.

Respondent skipped this question

Q15 Please provide the justification for the request, discussing the following: How will the request (and associated program review goal) support the College's mission and strategic priorities? Does the request address any health, safety, or security issues? If so, please describe them. What do program or service area data indicate with regard to growth in increased demand for services? How will the request advance the continuous quality improvement of the department or work area?

Respondent skipped this question

Q16 What is the estimated one-time cost of the request?

Respondent skipped this question
