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COMPLETE

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Page 1: Facilities Request Form

Q1 Contact Person:

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

Q2 Department:

library

Q3 Title of Request:

new door and lock

Q4 Location of Request:

Library

Q5 Description of Request:When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

Install door and lock 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.

Q6 Estimated Cost:

n/a

Q7 Please attach quote, if available

Respondent skipped this question

Q8 Total Cost of Ownership:check all that apply

Operations Cost

Q9 Please explain your plan to maintain this request:

New door and lock.

Q10 Justification of Request: Please select the applicable **Health/Safety/Security Issues** criteria below and provide the details how the criteria relate to your request.
