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COMPLETE

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Page 1: Facilities Request Form

Q1

Contact Person:

Name	Beth Viersen
Email Address	beth.viersen@gcccd.edu

Q2

Department:

DSPS

Q3

Title of Request:

DSPS Main Office Student Chairs.
5 Front Office
8 Counselor/Specialists Offices
2 Computer Stations for Registration Assistance

Q4

Location of Request:

A-113

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.

15 student chairs total.
Color -Burgundy

Q6

Estimated Cost:

\$3,000.00

Q7

Respondent skipped this question

Please attach quote, if available

Q8

Replacement (Life Cycle)

Total Cost of Ownership:check all that apply

Q9

Please explain your plan to maintain this request:

Have College purchase a warranty for the chairs.

Q10

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,
Demonstrate need for continuous quality improvement
of department/work area**

Provided details::

Student Validation and Engagement - Student's need a chair to sit on while waiting for appointments, registration for classes or having a confidential discussion about their educational goals with a Counselor/Specialist.
Organizational Health - DSPS Main Office Chairs are currently ripped and falling apart. The current student chairs have been there since 2008.
