

#9

COMPLETE

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Page 1: Facilities Request Form

Q1

Contact Person:

Name	Tammi B. Marshall
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Q2

Department:

Mathematics

Q3

Title of Request:

Making H-136 a usable office space

Q4

Location of Request:

H-136

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.

We would like to make H-136 a usable office. Right now there are two doors that open into classrooms. We would like to close these doors to be walls and put a door that opens the office into the STEM Center. The office will need to be painted and cleaned. In addition, furniture for the office will need to be purchased.

Q6

Estimated Cost:

We are unsure of the cost, but this is something the college's maintenance department can do. This was slated to be done in summer 2020, but due to the pandemic was never completed.

Q7

Respondent skipped this question

Please attach quote, if available

Q8

Total Cost of Ownership:check all that apply

**Operations Cost,
Maintenance Cost**

Q9

Please explain your plan to maintain this request:

This office will need to be regularly cleaned and maintained like any of the other offices on campus.

Q10

Justification of Request:Please select the applicable criteria below and provide the details how the criteria relate to your request.

Growth of department/work area,

Provided details::

As of now, this space is completely unusable and is a waste. The Math, Engineering, and Science Departments could all use extra office space. This would give that space in the H-Building where it should be.
