

2026-27 Facilities Resource Request Form (DRAFT)

NOTE: This form is to request major facility construction, building modifications, and equipment (over \$10,000 and is non-technology and non-supply).

Contact Person:

Department:

Your role:

Acknowledgment

- ☐ I understand that this request will be ranked holistically by the committee. The numeric scores are a guide; the committee may recommend adjustments based on collective discussion.
- ☐ I have discussed this request with my Dean or Supervisor.
- ☐ I understand that funding is not guaranteed and depends on available resources, bond proceeds, and college priorities.

The Facilities and Sustainability Planning Committee reviews resource requests that are related to facilities, infrastructure, grounds, sustainability, capital equipment purchases and safety.

Which College plan does this request align with (check all that apply)?

- ☐ Strategic Plan
- ☐ Facilities Plan
- ☐ Sustainability Plan
- ☐ Equity Plan
- ☐ Other (please specify) _____

Briefly identify the Plan Component this request addresses?
(text box)

Does your request address (check all that apply):

- ☐ Facilities Improvements or modifications
- ☐ Infrastructure
- ☐ Grounds
- ☐ Sustainability
- ☐ Health, Safety and Security

If you selected Health, Safety and/or Security - **is this an immediate safety concern?** If so, stop and submit a Facilitron Request and/or email the Director of FMO and VP, Administrative Services (**add hyperlinks to email addresses if possible**). Do not submit through program review.

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What are the long-term health, safety, and/or security issues addressed by this request? (only appears if the Health box is checked)

If this is a routine maintenance need (e.g., worn carpet, broken fixture)? If so, stop and submit a Facilitron Request and email the Director of FMO and VP, Administrative Services (add hyperlinks to email addresses if possible). Do not submit through program review.

Title of Request:
(Text Box)

Campus Location for Request:
(Text Box)

Short Description of Request:
(Paragraph Box)

- ☐ Is this request dependent upon any other resources requests, such as Classified Hiring, Faculty Hiring, Technology, ROC Requests.
- ☐ Yes or No (understand the design of the form).
 - ☐ If yes, then check all that apply appears.

Estimated Cost of Request:
(Text Box)

What have you done to identify the costs associated with this project? (e.g., spoken with the Director, Facilities, Maintenance and Operations or VP, Admin Services, contacted a vendor, reviewed past similar projects, attended an estimate workshop, etc.)
(Paragraph Box)

- ☐ Acknowledgement: I understand that if this request is approved, actual costs exceeding the estimate by more than 10% may affect final funding approval at the College's discretion (revise wording).
- ☐ Please upload any supporting documentation of costs you have (such as quotes or research completed, links to websites, other sources) - optional
(Upload document box)

Total Cost of Ownership Information

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Will there be any on-going operational costs related to the request (for example, service agreements, warranties, yearly maintenance plan)?

☐ Yes

☐ No

(add note to top of form re: information for comm)

Please explain (paragraph box) - pops out if yes is selected.

Justification of the Request

1. The committee seeks to understand how your project supports the College's long-term goals. Please describe which goal(s) and/or plan(s) your project supports and how it will do so. Be as specific as possible. (e.g., Strategic Plan, Facilities Plan, Equity Plan, Student Success Plan, etc. Please name the specific plan)

(paragraph box)

2. How does this request support the growth of your department/work area, continuous quality improvement and/or innovation in your area? (e.g., enrollment growth, expansion of program offerings, curriculum updates, new modalities, replacing outdated equipment that no longer prepares students for the workforce, new pedagogical approaches, efficiency gains etc.)

(paragraph box)

3. How does this request support student success and/or access?

34-. Does this request support the college's sustainability goals? (optional)

☐ Yes

☐ No

Please describe below (pops out if yes is selected):

(paragraph box)