

FACILITIES REMODEL REQUEST FORM

Requested by: Pat Luther	Department: HSPSIT
Date submitted: February 27, 2014	Contact Number:
Will your department fund the remodel/repair:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <u>Yes</u> , provide the funding information: Account Number: _____ _____	If <u>No</u> , projects will compete for other projects for funding
Estimation of cost: M&O: Estimate cost is \$10,000	I.T.? cabling to be determined
Will the remodel cause on-going, increased expenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please describe in detail what you would like to have done:

Rationale for relocation: The present HSPSIT Division Office is located in Vocational Complex Bldg .# 64.

The office has outgrown its current space. We serve one of the largest division with increasing number of student population and faculty. Presently three staff work stations are located in an over- crowded area that is not acceptable nor a suitable work area. This office is a small area which includes three classified work stations, reception area, filing cabinets and storage. Recently we have increased our staff to include a part time grant specialist person.. There is not a suitable conference area for staff and faculty to meet.

The one female bathroom is shared with students and on weekends it is open to sports events for the general public. It is in disrepair and serves a high volume each day.

The office is out of compliance with ADA, since there is not easy access to our office when an individual is confined to a wheel chair.

The current office building is in need of new carpet, replacing tiles, and painting. Two years ago the dreadful conditions of the buildings in the Voc. Ed. Area were presented to the Facilities Committee, with the goal of having JJ Bond funding support areas of deficiencies. Since, that time we have had minimal to no repairs or remodel to the area.

Due to the limited space, ADA noncompliance, and not being able to serve the public, we are requesting that we be relocated to **Room 24 and 25 portables on lower campus (attached drawings)**. HSPSIT Dean, office staff and M and O have assessed the area as highly suitable for the needs of our Division. The following is determined to be needed for the relocation.

Facility Relocation Request

Room 24: Relocate 4 office station to accommodate 3 classified and one grant specialist

Relocate file cabinets, printers and shelves

Build a reception area with a counter, window and waiting area (similar to Campus Police Area)

Relocation of computers with provision of added cabling

Retain white board for office use presently on the wall

Room 25: Dean's Office area with relocation of office furniture from present office

Establish a conference room with table and chairs

Relocation of Xerox, Cabinets and shelves

Major Points:

There will no group or individuals displaced by our occupying these vacant portables

There is minimal cost due to the fact that the office is presently equipped with office furniture

This additional space will allow for improved work area, reception, and conferencing for staff and faculty

This provides for improved accessibility for students and public.

This provides for much improved work conditions for the staff and Dean of HSPSIT

Pat Luther _____ Suzan Selby _____ Ann Sharpe _____ LaDonna Huggins _____

M & O Evaluation

Estimated Material Cost: \$ _____	Use Internal Labor: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Man Hours to Complete: _____	Estimated Equipment Costs: \$ _____	
Preference Points (1 Per Item. Check all that apply) Total: _____		
<input type="checkbox"/> Safety <input type="checkbox"/> Habitability <input type="checkbox"/> Mandated	<input type="checkbox"/> Staff Increase <input type="checkbox"/> Code Violation <input type="checkbox"/> Lease Agreement	<input type="checkbox"/> Instructional Effectiveness <input type="checkbox"/> ADA Accommodation

IT/IMS Evaluation

Estimated Material Cost: \$ _____	Use Internal Labor: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Man Hours to Complete: _____	Estimated Equipment Costs: \$ _____	
<input type="checkbox"/> New Cabling/Infrastructure <input type="checkbox"/> Date of <u>coordination</u> of meetings with M&O and requestor: _____	<input type="checkbox"/> Cabling/Infrastructure cost \$ _____ <input type="checkbox"/> Date for <u>installation</u> between M&O and requestor: _____	<input type="checkbox"/> Time estimate order/delivery of supplies and equipment: _____ <input type="checkbox"/> Budget number for supplies: _____
Other comments: _____		

Facility Committee Action/Approval

Request Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Scheduled for FY: _____
Project Priority for Fiscal Year: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 (Check One) (See Reverse for Priority Definitions)	
Facility Committee Chair: _____	Date: _____
Recommended Funding Source: _____	Account Number: _____
Signature V.P. of Admin Services: _____	Date: _____

Fiscal Services

Encumbrance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Account Number: _____
Recommended Funding Source: _____	Requisition/Purchase Order Number: _____
Signature Fiscal Services Director: _____	Date: _____
Signature V.P. Administrative Services: _____	Date: _____

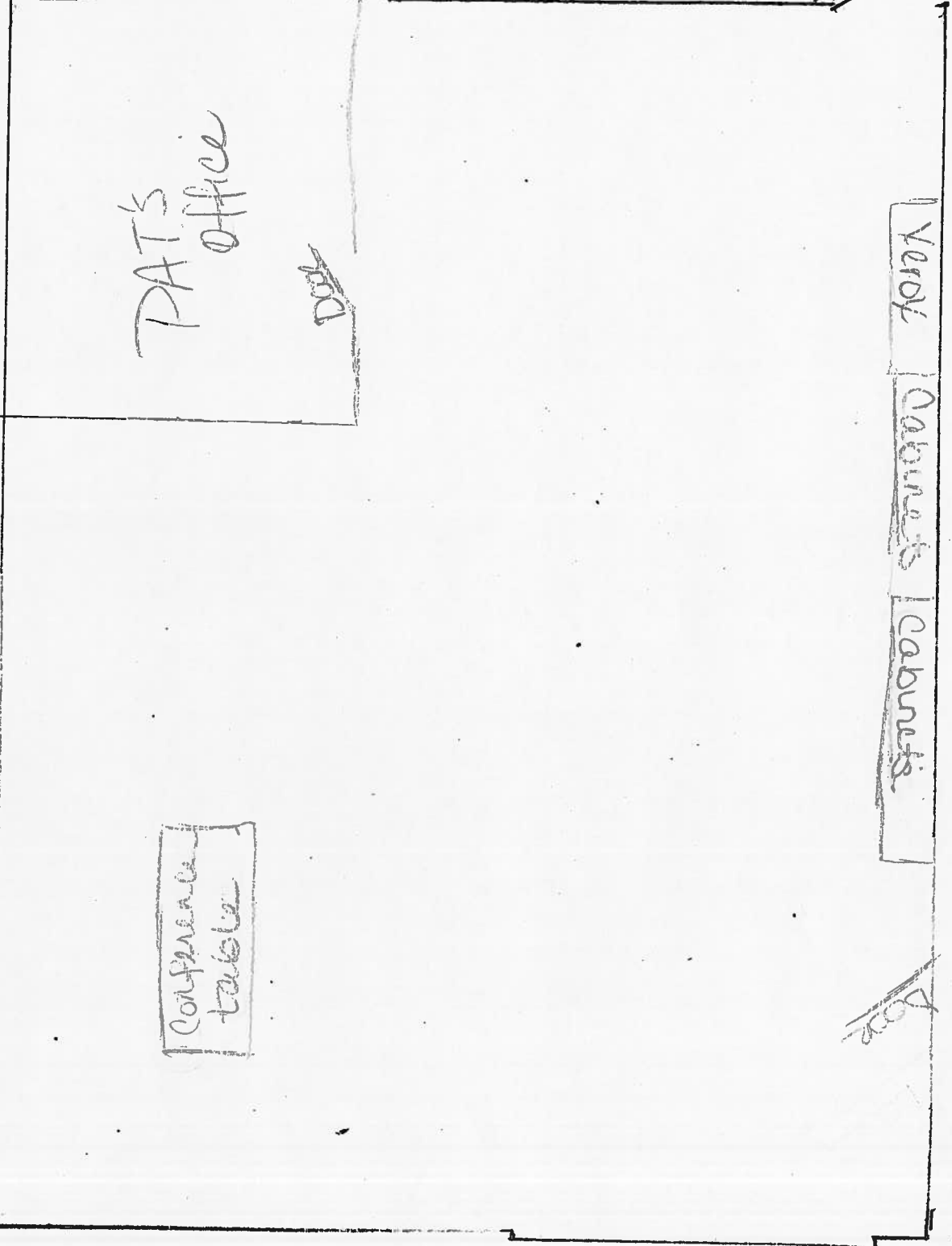
Scheduling

Date Received: _____	Received by: _____
Estimated Start Date: _____	Estimated Completion Date: _____
Actual Completion Date: _____	Actual Cost \$ _____
Work Order Number(s): _____	Date Requestor Notified of Completion: _____

*Attach Internal Labor Work Deferment Form

← 23' →

← 18" → WINDOW 8' → 10' → DOOR



39'

WINDOW

23'

8' WINDOW 10' DOOR

DOOR COUNTER

Desk
LADONIA

Desk
SUZANNE

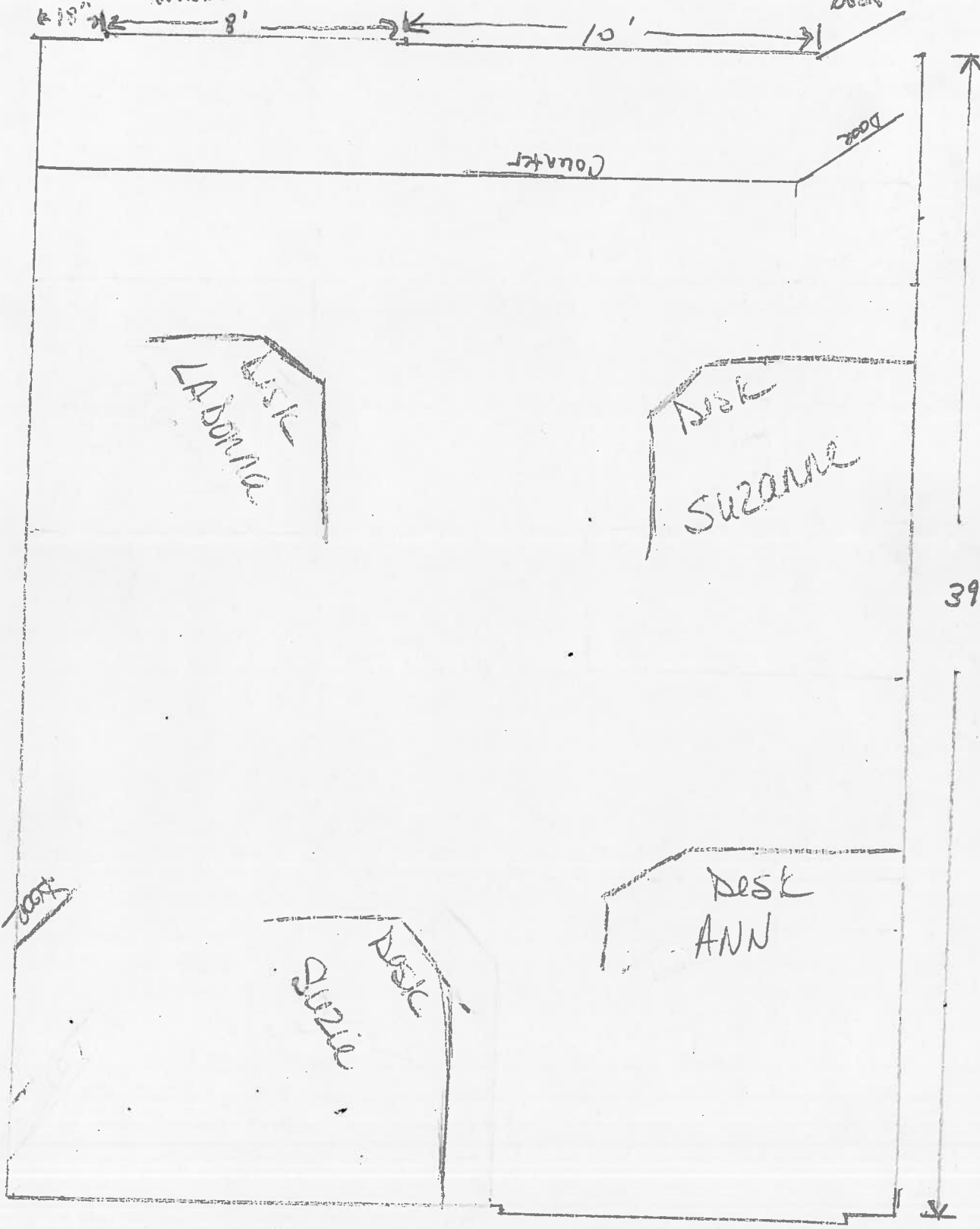
39'

DOOR

Desk
DURIE

Desk
ANN

WINDOW



HS/PS/IT Division Office
Request for Relocation

Rationale for relocation:

The present HS/PS/IT Division Office is located in Building #64 located on lower campus in the Vocational Complex.

Two years ago the poor conditions of the Vocational Complex buildings and parking areas were presented to the Facilities Committee. This included presenting buildings that need to be painted, new carpet, replacing e of tiles and repair of structures that are unsafe. Since, that time there has been significant planning to of utilizing JJ funding to modernize, build new buildings, and relocate Media Arts. To my knowledge there has not been any further discussion of improving or changing the Division Office area.

The HSPSIT Division Office has outgrown its current space. The staff is located in an over crowded area that is not acceptable. or suitable work area. The Division Office is a small area which consists of three classified work stations, reception area, filing cabinets and storage. Within the past year there has been an additional faculty and classified office which has resulted in an even smaller and more crowded work area.

• The staff and faculty share the bathroom with a number of students and attendees at sports events. The bathrooms are disgusting and the classified staff frequently uses the rest rooms in the Electronics building.

The division office is out of compliance with ADA. Any individual who requires accommodations must enter through the back door and seek entrance through two locked doors to reach our office.

The office needs to be relocated to a suitable location, which will accommodate four classified work stations, reception area, Dean's office and a conference room.

We are asking for your support in considering this request which will result in improved work conditions, customer service and ADA compliance.

Pat Luther	_____	date	_____
Suzan Selby	_____	date	_____
Annmarie Sharp	_____	date	_____
LaDonna Huggins	_____	date	_____
Suzanne Penfold	_____	date	_____

EVACUATION PLAN

ROOM 22-25

Exit South West Gate Continue to South Parking Lot

Gate Administrator

Designated Senior Administration Staff

