



San Mateo County Community College District

Date: April 3, 2013
To: Cañada College, College of San Mateo & Skyline College
Faculty, Staff and Administrators
From: Karen Powell
Re: Facility Project Request Form
Copies: Jose Nunez

CSM has successfully piloted the attached Facilities Project Request Form, to provide a process whereby funding requests for facilities projects can be tracked and evaluated. The form and process are now being implemented at all three colleges, to insure a consistent process to identify, document and evaluate non-capital project requests.

The Facilities Project Request Form is intended to close the gap between standard maintenance and operations services performed at no cost to the requestor, service requests for which the requestor has available funds to support implementation, and Capital Projects funded by local bond funds or State Capital Outlay funds. The intent is to pilot this process for a semester, and then to evaluate the submittal and evaluation process for efficiency and effectiveness.

Please utilize this form if you desire a facility upgrade or repair that:

- Requires a funding source (not included in standard facilities maintenance services)
- Lacks available funds to support implementation

This form is not intended for use to address emergency issues, e.g. an imminent threat to persons, property or equipment. In case of such emergency issues, please contact your campus Facilities Office directly.

Some examples of appropriate requests for this process include:

- additional electrical circuits in a given area
- install electronic locks at doors with manual locks
- replace, upgrade or add lighting
- replace or purchase furniture or fixtures, such as window treatments

Please complete the form and submit to your Dean or Administrator for approval. If approved by the Dean or Administrator, they will forward the form to Facilities to estimate the cost of implementation.

Once a cost estimate is developed, forms will be presented to the President's Cabinet for review and prioritization. The evaluation criteria will include consideration of any prior documentation of the request, via Program Review, Student Learning Outcomes, or other institutional planning documents.

If the proposed project is approved and funding is available, you will be contacted by Facilities to schedule implementation. If approved in concept, however funding is not available, forms will be held pending availability of funds. If / when funding becomes available, projects will be re-evaluated to insure the highest current priorities are addressed.