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Page 1: Supplies, Equipment, Furniture, and Other Request Form

Q1 Contact Person:

Name	Christianne Penunuri
Email Address	christianne.penunuri@gcccd.edu

Q2 Department:

College & Community Relations

Q3 Title of Request:

Wayfinding Signage

Q4 Location of Request:

Throughout campus

Q5 Type of Request:

Equipment

Q6 Description of Request: Please provide a description of the supplies, equipment, furniture or other request. When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

There is an on-going need to create "one off" signage to direct students, guests, etc. to locations throughout campus. Additionally, campus maps are small, hard to read, and regularly changing based upon current construction projects.

Creating and installing campus wayfinding will help alleviate this on-going issue. Additionally, wayfinding can be installed over time and easily modified as campus grows, contracts, or changes dedicated paths of travel.

Q7 Estimated Cost:

Requested budget of \$10,000 to design, create, install. Likely can be fabricated and installed by facilities team.

Q8 Please attach quote, if available

Respondent skipped this question

Q9 Total Cost of Ownership: Can this request be maintained with existing funding sources? If not, please explain your plan to maintain this request. Example: potential yearly service agreements, warranties, and replacement costs.

The initial budget request would include design, fabrication, and installation by an internal team.

Additions to wayfinding would require an additional budget that can be requested in subsequent program review cycles.

Q10 Justification of Request: Please select the applicable criteria and provide the details how the criteria relate to your request.

Health and safety,

Impact on student success and access,

Provided details::

Wayfinding will serve all students, faculty, staff, and administrators. Further, it will ensure our campus is welcoming and meets the needs of our students. (i.e. designed to serve the needs of a multi-language campus.)

Q11 Program Goal: Please identify the program goal(s) this request would help your program achieve and provide a brief explanation of how it would do so.

Create an internal communication strategy to educate faculty, staff, administration, and students of key Cuyamaca College messages, talking points, values, and brand elements.
