**Facilities Request Form**

This form is to request major facility repairs, minor modifications, and equipment (over $10,000 and is non-technology and non-supply).

Facilities Request Form 2019-2020

The Facilities & Sustainability Planning Committee uses the following criteria to rank all facility requests. The following criteria will be ranked on a scale of 1-5, with five being the highest score.

1. **Support College Mission/Strategic Plan**
2. **Health/Safety/Security Issues**
3. **Growth of department/work area**
4. **Demonstrate need for continuous quality improvement of department/work area**

**This form will not save partially-completed responses. Please use the PDF version of this form to plan your responses and complete this electronic form when you are ready to submit your responses.**

\* Contact Person:

**Name**

**Email Address**

Department:

Title of Request:

Location of Request:

Description of Request:

When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

Estimated Cost:

Please attach quote, if available

Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

No file chosen

Choose File

Total Cost of Ownership:

*check all that apply*

Replacement (Life Cycle) Operations Cost Maintenance Cost

Department budget support the costs as listed above

\* Please explain your plan to maintain this request:

Justification of Request:

Please select the applicable criteria below and provide the details how the criteria relate to your request.

Support College Mission/Strategic Plan Health/Safety/Security Issues

Growth of department/work area

Demonstrate need for continuous quality improvement of department/work area

**Provided details:**