

2023-24 Facilities Request Form

**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).**

**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.

Choose File

Choose File

No file chosen

**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:**