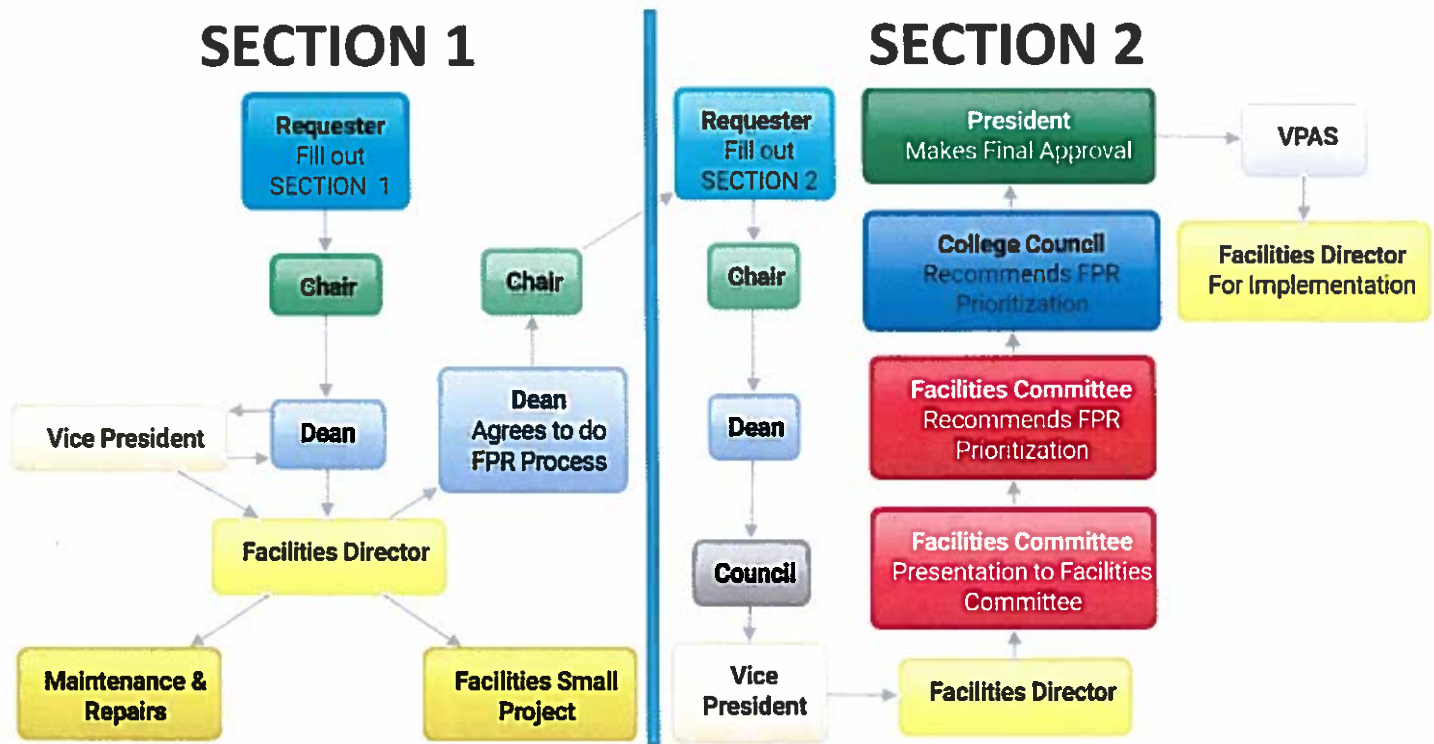


# (FPR) Facilities Project Request - FLOWCHART



**STEP 1** Fill out SECTION 1 Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

**STEP 2** Fill out SECTION 2 Facilities Project Request (FPR) form after SECTION 1 signatures are completed. NOTE: The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

**STEP 3** The Facilities Committee may ask for a brief presentation/Q&A.

## FPR TIMELINE FOR 2019

**Mar 15** Facilities Director sends out FPR form to the campus

**April 3** Requester turns in *SECTION 1* to their Chair/Supervisor

**April 12** Dean turns in *SECTION 1* to Facilities Director with signatures from Chair/Supervisor, Dean/Director, and VP

**May 24** Vice President turns in *SECTION 2* to Facilities Director (If Approved) with signatures from Chair/Supervisor, Dean/Director, and VP along with the Council (AAC, ASC, SSC) review date

**June, July & August** - No Facilities Committee meeting -

**Aug 19** Facilities Director sends out FPR reports and scorecards to the Facilities Committee

**Sept 4** First Facilities Committee meeting after summer and the start of the FPR prioritization

**Nov 6** Facilities Committee recommends FPR prioritization to College Council

**Nov** College Council recommends to President

## Facilities Project Request (FPR) – Grossmont Facilities Committee

**SECTION 1 – Condensed Summary:** This section is to determine if the request should go through the FPR process and allows for an initial cost/impact analysis and/or fast track to Maintenance/Operations. Provide a brief summary of the project by completing the items below and submit to your Chair/Supervisor.

Requestor/Primary Contact: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Date: \_\_\_\_\_

Brief Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

*(Facilities Director fills this in)*

Project Location (building/room number): \_\_\_\_\_

1. Project Description *(please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):*  
\_\_\_\_\_

2. The project relates to or involves: (check all that apply):

- Audiovisual, computers, data, software or phones
- Building/structure modification or new construction
- Electrical, mechanical, plumbing
- Extensive labor/time for Facilities/Maintenance staff
- Landscape/outdoor project
- New furniture (not for individual offices)
- Reconfiguration of furniture
- Reconfiguration of the layout of a shared space
- Other (i.e., health/safety – please explain): \_\_\_\_\_

3. State briefly how this project affects students and how many will be directly affected: \_\_\_\_\_

4. List how this project has been planned for (i.e., within Program Review, Facilities Master Plan, Strategic Plan, new program or new curriculum): \_\_\_\_\_

5. List the other departments, programs, or services that may be impacted by this project: \_\_\_\_\_

6. Estimated Cost (if known): \_\_\_\_\_ Potential/Recommended funding source: \_\_\_\_\_

7. When is this project needed? \_\_\_\_\_

Chair/Supervisor (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director (print name & signature): Dorothy Williams for Sara Varigese Date \_\_\_\_\_

Vice President (print name & signature): Marshall / MARSHALL GAMBIE Date 6/20

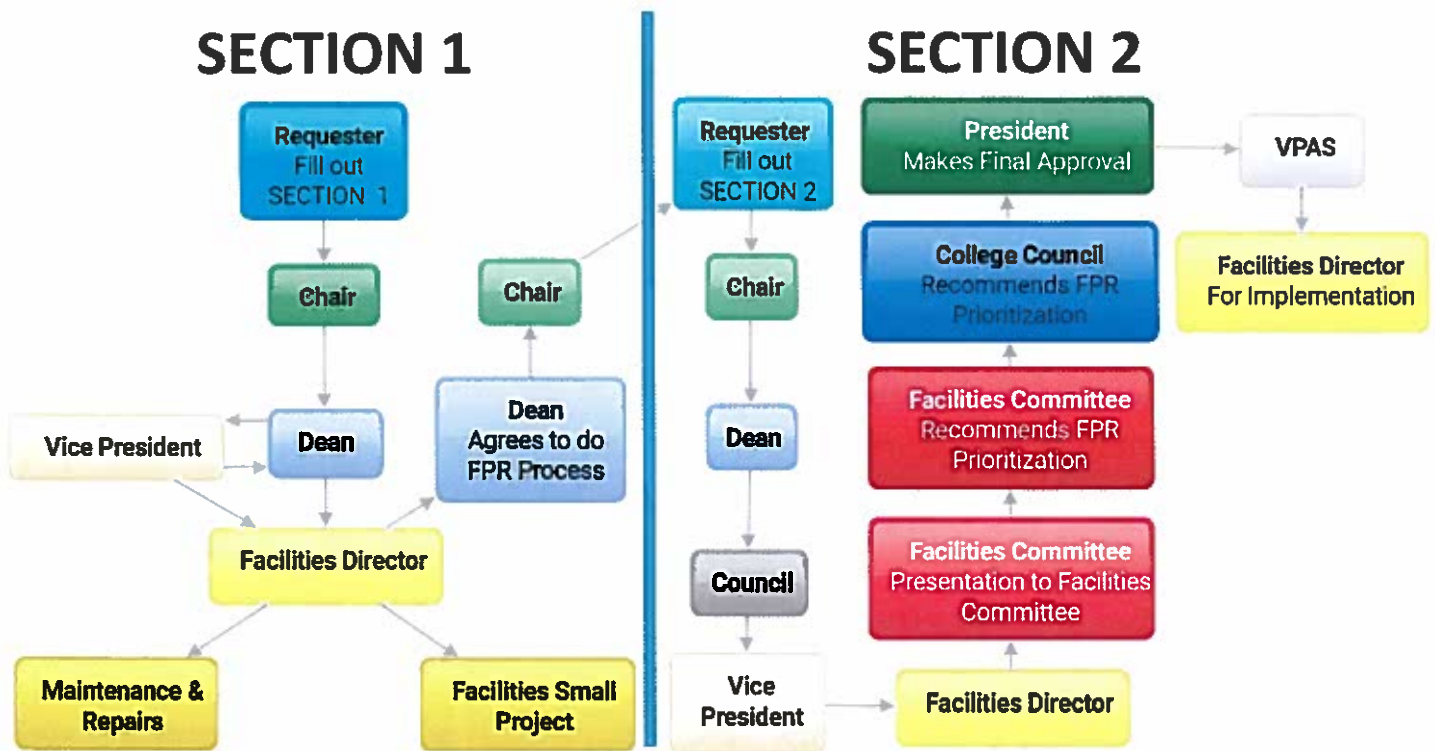
Facilities Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_



If it is determined by the signatures above that the project should go through the FPR process, then the requester will fill out SECTION 2 for the Facilities Committee.

(Refer to FPR Process Flowchart)

# (FPR) Facilities Project Request - FLOWCHART



**STEP 1** Fill out SECTION 1 Facilities Project Request (FPR) form. SECTION 1 is a prerequisite to starting the FPR process that goes through the Facilities Committee. Follow the flowchart for approvals and signatures.

**STEP 2** Fill out SECTION 2 Facilities Project Request (FPR) form after SECTION 1 signatures are completed. NOTE: The scope of work may have changed from SECTION 1. Follow the flowchart for approvals and signatures.

**STEP 3** The Facilities Committee may ask for a brief presentation/Q&A.

## FPR TIMELINE FOR 2019

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**June, July & August** - No Facilities Committee meeting -

**Aug 19** Facilities Director sends out FPR reports and scorecards to the Facilities Committee

**Sept 4** First Facilities Committee meeting after summer and the start of the FPR prioritization

**Nov 6** Facilities Committee recommends FPR prioritization to College Council

**Nov** College Council recommends to President

# Facilities Project Request (FPR) – Grossmont Facilities Committee



**Complete this section ONLY when notified to do so by your Dean/Director**  
(Refer to FPR Process Flowchart)

FPR# 19.011

**SECTION 2** - If the Facilities Project Request (FPR) has received approval to move forward, please respond to the following questions. Attach drawings, photos, or backup documentation if appropriate. Only SECTION 2 goes to the Facilities Committee.

Requestor/Primary Contact: Sue Gonda

Phone Extension: 7875

Department/Program: AAUW Club/Student Affairs

Date: 6/09/2019

*Brief Project Name:* End Period Poverty - Free Sanitary Products

Project

Number: ? FPR 19.011 ?

*(Brief phrase identifying need such as "Foreign language lab space expansion")*

*(Facilities Director fills this in)*

Project Location (building/room number): Campus Women's Bathrooms

1. Project Description *(please be specific, thorough, and attach a drawing or sketch of the proposed project if possible):*  
All that is asked from facilities is some type of box in each women's restroom for women to leave a product or take a product. This kind of campaign is currently underway around world and in the U.S. The point is to end "period shaming," in which women have to hide their needs for products. The AAUW Club discussion took place after viewing the Oscar-winning documentary, "Period. End of Sentence." One of the club officers, who is from Brazil, told the Club that a free "take one/leave one" strategy was helpful at her college, prompting Club action. The term "period poverty" is part of an international movement designed to give women the most basic hygienic needs to function normally - in this case, to attend classes without shame, or miss classes due to blood stains. When caught unprepared or when funds are low, students have to leave campus or are forced to ask strangers for help. While bathrooms are stocked with TP, soap & water, it is a matter of gender equity and dignity for women to have basic menstrual supplies where & when they need them. While we may have supplies available in Gizmo's Kitchen or in the Health Center, the bathrooms are where the students need supplies in case of emergency. AAUW Club proposes to collaborate with these campus entities and create a "take one/leave one" campaign, where the supplies are available in boxes located in the bathrooms. (Brookline, MA, just passed a city ordinance to have them in all public restrooms. California, Illinois and New York have passed state laws requiring menstrual products in many public schools).

2. Describe how the project relates to each item:

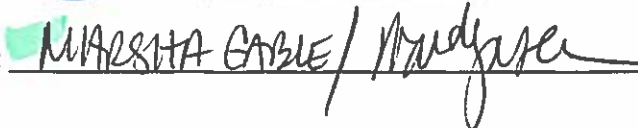
- Audiovisual, computers, data, software or phones: \_\_\_\_\_
- Building/structure modification or new construction: \_\_\_\_\_
- Electrical, mechanical, plumbing: \_\_\_\_\_
- Extensive labor/time for Facilities/Maintenance staff: \_\_\_\_\_
- Landscape/outdoor project: \_\_\_\_\_
- New furniture (not for individual offices): \_\_\_\_\_
- Reconfiguration of furniture: \_\_\_\_\_
- Reconfiguration of the layout of shared space: \_\_\_\_\_
- Other (i.e., health/safety – please explain): Health/Sanitation equity on par with having toilet paper available, especially for low-income students.

3. Describe how this project will directly or indirectly benefit students, and how many students will be affected. What is the impact on students if the project is NOT implemented?  
Half or more of GC students are female. Menstruation is still associated with a stigma in which women hide their need for products, need to beg from strangers in an emergency, or worst case, hide out in a bathroom or leave campus when they realize they are without protection.
  
4. Describe where this project has been planned for and attach documentation (i.e., Recommendation from Program Review Committee; the primary or secondary goal of the department/program annual plan; college or district Facilities Master Plan, item number on Strategic Plan):  
This is a very simple concept that is being implemented internationally. All that is asked from facilities is some type of box for students to leave a product or take a product. AAUW Club will help facilitate this campaign
  
5. Describe the impact on other departments, services or programs if this project is completed:  
N/A
  
6. Describe how this project meets sustainability and accessibility principles:  
 (Sustainability = minimal environmental impact. Accessibility = promotes maximum independence and integration for students with disabilities)  
Female low income students and students with disabilities are especially vulnerable when caught without these basic sanitation needs.
  
7. Provide a cost analysis of the project:
  - a) *What is the cost impact of this project - are the costs one-time or ongoing? How so?*
  - b) *What are the projected long-term costs?*
  - c) *What is the 'life expectancy' of the project?*
  - d) *What are the potential and/or recommended funding sources? (department, division, categorical, grant, foundation, general fund, other)*Depending upon how this is implemented, it can be done with very little cost, or dispensers can be placed in bathrooms at a cost. If we go with simple boxes and donated supplies (supplemented from Health Services or Gizmo's kitchen?), then this can be accomplished for the cost of the boxes and minimal budget
  
8. Describe the timeline for the project (Is the project urgent – how so?):  
This is an ongoing problem - for centuries. The impetus behind this international campaign is to recognize and address these basic hygienic needs of women ASAP.

**ALL signatures are required to proceed to the Facilities Committee**

Chair/Supervisor (print name & signature): (Sue Gonda, Club Advisor), but Sara Varghese is Dean  
 \_\_\_\_\_  
 Date \_\_\_\_\_

Dean/Director (print name & signature):  Date 6/19/19  
 AAC Review Date \_\_\_\_\_  ASC Review Date \_\_\_\_\_  SSC Review Date \_\_\_\_\_

Vice President (print name & signature):  Date \_\_\_\_\_

Facilities Director (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to College Council**

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Co-Chair of Facilities Committee (print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

**ALL signatures are required to proceed to the President of the College**

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

Convener of College Council

**Signature is required to proceed to the President of the College**

Project Approved

(Print name & signature): \_\_\_\_\_ Date \_\_\_\_\_

President of Grossmont College