

PALOMAR COLLEGE
Proposed Change to Facilities Request Form
STEP-1

Please use this form if you are planning to request a change to your facilities. This includes remodels, renovations, major computer changes, office reorganization, etc. Please refer to the instruction pages if you require assistance.

A "Change to Facilities" requires a **two-step approval process**. **Step 1:** Fill out this form; submit it to your Dean/Director. If form is approved, it will be forwarded to the Division Vice-President for approval. Once the form is approved by the Vice-President, it will go the Facilities Review Committee for information and input. If the project is approved in concept by the Facilities Review Committee it will be sent back to the original requestor for the Step 2 process. **Step 2:** This step will include all of the details of the project including the review of phone, data, electrical, HVAC, ADA, cost estimates, floor plans, etc.

Name _____ Department/Division _____ Ext. _____

(1) Proposed Change(s) to Building/Room(s) _____

Type of Request:

- Remodel Space Renovate Space Office Reorganization Computer Change
 Technology Advancement Electrical Upgrade Phone/Data/Network Room Use Conversion

(2) Brief Description of Request:

(3) Preliminary Cost Estimate, if known: _____ Source of Funding: _____

(4) Impact on Support Services, Environmental Concerns or other Areas:

(5) Is this request documented in your approved three-year plan?

(6) Timeframe for access and completion of this request:

(7) Ramification if project is not approved or delayed:

Approval Process: Please review this form and either approve it and send it forward or disapprove it and return it to the requestor.

Approved Disapproved

Department Chairperson/Supervisor Signature Date

Approved Disapproved

Division Dean/Director Signature Date

Approved Disapproved

Division Vice-President Signature Date

Please return to requestor with comments attached.

Requestor should contact the Facilities Review Committee and request to be placed on the next Facilities Review Committee agenda for information.

Approved Disapproved

Facilities Review Committee Date

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STEP-1 Instructions

Changes can be very frustrating for everyone involved. The Facilities Review Committee has developed these forms and instructions to bring about the “change” as easy as possible. Please use the following instructions on filling out the forms:

Routing Procedures:

The approval process for changes to facilities is a **two-step process**. The first step is to completely fill out the “Proposed Change to Facilities Request form” and submit it for approval to your Department Chairperson/Supervisor, Division Dean/Director and Vice-President. Once all of these people have signed off on your proposed project, the form must be submitted to the Facilities Review Committee for review and input. The FRC will let you know the outcome of your request. If the form/request is approved, proceed to the STEP 2. If your project is not approved, it will be returned to you with the reasons for disapproval.

STEP 2 requires you to prepare a “Construction Project Proposal Package.” The package must include the project scope and description:

- Any other documents deemed necessary for the project
- Approved “Proposed Change to Facilities Request Form”
- Available funding with any restrictions
- Building infrastructure requirements
- List of adds/deletions
- Proposed floor plan
- Schedule of when area would be available for construction
- Special construction requirements
- Storage and relocation requirements
- The “Technology Remodel Projects Checklist”

This list is extensive but once your project is initially approved, the Facilities and Information Services Departments will be able to assist you in pulling together all the required documents. Once the “Package” has been completed it must be submitted to your Department Chairperson/Supervisor, Division Dean/Director and Vice-President for final approval. The “Package” will then be forwarded to the Facilities Review Committee for final review and approval. Once the final Construction Project Proposal Package has been approved, the Director of Facilities will meet with you to schedule the project.

Section 1, Type of Request:

Please select the following box on the form that best describes your project.

- **Remodel Space.** Remodel projects (large projects) that include adding/removing walls, adding doors/windows, space modifications that would include carpentry, electrical, heating-ventilation-air conditioning, plumbing, painting, carpeting, etc.
- **Renovate Space.** Small project that would include painting, carpeting, cabinets or other minor changes to improve the learning and/or working environment.
- **Office Reorganization.** Projects that involve furniture moves, cabinet modifications, telephone/data relocations, electrical moves, etc.
- **Computer Change.** Projects that involve the replacement of four (4) or more computers in the same area. Replacing four (4) or more computers in the same general area usually requires additional electrical power to be installed.
- **Technology Advancement.** Projects that involve improved technology services may include data projects, video conferencing, PowerPoint presentations, distance education, coaxial cables, ISDN lines, 4CNET, ITFS, satellite reception, etc.

- **Electrical Upgrade.** Projects that involve equipment replacement, new equipment, additional electrical services, isolated power/ground requirements, upgraded electrical services, special computer power, or other large electrical requirements.
- **Phone/Data/Network.** Projects that require the upgrade or installation of new telephone, data, or network services. This form is not required for moving or the installation of a small number of outlets.
- **Room Use Conversion.** The District reports the room utilization to the State annually. Each space is classified as lecture, lab, office, service, conference, or storage and any changes in the use of the space must be reported to the State. Changes may impact our ability to receive funding in the future. Types of changes may be lecture-to-lab, storage-to-office, service-to-office, etc.

Section 2, Brief Description of Request:

Please provide a brief description of your request and what it entails.

Section 3, Preliminary Cost Estimate:

Please provide a cost estimate for your project and the funding source. This information *may* be necessary for approval by upper management.

Section 4; Impact on Support Services, Environmental Concerns and/or other Areas:

If your request will have an impact on other areas, please specify what they might be.

- Will your existing staff be able to handle any additional workloads caused by your request?
- Are you requesting rooms or spaces that may be used by other departments or groups and have you checked with them to see how it may impact them?
- Will your request have any impact on the learning or working environment (hazardous materials/waste, air quality, noise generation, handicapped access, etc)?

Section 5, Is this request documented in your approved three-year plan?

All requests for new work must be listed in your department/division planning component.

Section 6, Timeframe for access and completion of this request:

Please provide a timeframe for when you would like to see the project scheduled and completed. Keep in mind that construction may impact areas around your area and if we utilize an outside contractor, the price will increase if the work is scheduled at night or on the weekend. Large projects may require that your area and some of the adjacent areas be taken out-of-service during the construction phase.

Section 7, Ramification if project is not approved or delayed:

Please list any ramifications that may be encountered if your project is not approved or is delayed if it cannot be completed within the timeframe you have indicated.

Approval Process:

Once the form has been completed; submit it to your department chairperson/supervisor for approval/signature. If the form is approved, submit it to your Dean/Director for approval/signature. If the form is approved, it will be forwarded to the Division Vice-President for approval. Once the form is approved by the Vice-President, it will go to the Facilities Review Committee for information and input. The requestor should contact Kelley Hudson-MacIsaac via email <mailto:kmacisaac@palomar.edu> and request to be placed on the next Facilities Review Committee agenda for information. If the form is not approved, reason will be provided in writing and returned to the requestor. The Facilities Review Committee will notify the original requestor of the status of the project within thirty (30) days. This completes STEP-1 of the Proposed Change to Facilities Request Form.