Facility Projects & Furniture Request Form

- Review project with the Vice President or Dean of your division before filling out this request.
- Please read the *PVCC Furniture & Facility Projects Guidelines & Procedures* (page 3 of this document) before filling out this form.
- Incomplete, insufficient, or missing information may cause a delay or result in project denial.

Project Type: ☐ Remodel   ☐ New Construction   ☐ New Furniture

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Part A

Date: _____

Requestor: _____   Phone: _____

Department: _____   Division (Select one) [_____]

Project Location: Building / Room No. / Area: _____

Requested start date: _____   Requested completion date: _____

Requested Amount: _____   Vendor (if known)*: _____

Submitted for review period: [_____]

All requests must be submitted 30 days in advance of the review period (see Guidelines & Procedures)

* For a list of MCCCD contract Furniture vendors click here:
http://www.maricopa.edu/purchasing/furniture/distrib.htm

Part B   Provide project information in detail. Include: a) itemized costs/quotes; b) description: attach drawings, specify dimensions, materials, etc.; c) describe furniture type, use, planned or current location, quantity.

Part C   How does this request align with the college strategic goals and objectives? State any consequence if not approved.

Part D   Other requirements to support this project: (Separate requests must be submitted for these items)

☐ Security Systems (locks/cameras)   ☐ Media Systems (screens/projectors/microphones)   ☐ Computer Systems

☐ Furniture   ☐ Occupational Equipment

Other (please describe):

Part E   Is the requesting department contributing funds toward this project? (e.g., department budget will pay recurring/annual maintenance costs)   ☐ Yes   ☐ No

If yes, what is the amount of department contribution? _____

Account Code: _____

- A Facilities Project is something which adds value to the campus, i.e., is not repair of an something already a part of the campus. For Repair or Maintenance, please submit a HelpDesk Request (https://helpdesk.riosalado.edu/desk/default.asp)

- All Facilities Project requests are subject to MCCCD Facilities, Planning & Development review

**Save this form to your computer then send your request
to your Division Vice President and to
the Facilities Services Department (DL-PVC-Facilities-Project-Request@paradisevalley.edu)**

Remember to attach your project drawings, estimates, etc. to the email.

Paradise Valley Community College Guidelines & Procedures - Facility Projects & Furniture

Assumptions

- The College President, in consultation with the President's Leadership Team (PLT), is responsible for all decisions related to college facility projects.
- The College Director of Facilities and VP/Dean of Administrative Services manage facility projects to ensure they meet the college master plan and budget considerations.
- Major facility projects are reviewed by the PVCC Facilities Master Planning Committee for input prior to the final approval. Major facility projects have a longer timeline than routine projects.
- Routine maintenance projects are coordinated by the Director of Facilities and VP/Dean of Administrative Services and are reported quarterly to the President and as informational items to the Facilities Master Planning Committee.
- Facility Projects are defined as:
  - Projects which manage functional and operational needs related to the college physical environment.
  - College improvement and maintenance projects not funded by GO Bond funds.
  - Furniture (see the *Furniture Acquisition Criteria & Procedures* document.)
- Projects follow District guidelines and requirements prior to implementation.
- Projects will stay within the stated timeline or an amendment is submitted 30 days prior to the scheduled completion of the project.
- Any unused funds are returned to the college central account.

Annual Budget Development Cycle

- The President, in consultation with PLT, reviews funding sources annually to ensure alignment with core needs and establishes an annual facility project budget.
- Contingency reserves are maintained to meet emergency needs and future growth of the college.

Submission Timeline

- Facility Project & Furniture request submission deadlines are:
  - August
  - November
  - March
- Requests are reviewed and approved or declined the first week of:
  - September
  - December
  - April
- All requests must be submitted *30 days* in advance of the review date to allow the Director of Facilities to identify facility impact and additional funding needs.

Facilities Request Process

- Requests are reviewed with the appropriate division VP/Dean before submission.
- Submissions are entered into the budget development system. Submissions should include the following information:
  - A detailed description of the project.
  - Projected timeline and/or requested completion date.
  - Estimated project cost to include itemized details.
  - Related budget requirements.
  - Specific college benefit, or consequence if the project is not approved.
  - Alignment with college strategic goals and objectives.
- Submissions are reviewed by the Director of Facility Services to identify facility impact and additional funding needs.
  - Facility impact concerns, if any, are reviewed with requestor and resolved prior to proceeding.
- Submissions are updated with additional funding.
- Requests are submitted by the VP/Dean of Administrative Services to PLT for review and recommendations to the President.
- The President reviews PLT recommendations. President's decision is communicated to the VP/Dean of Administrative Services.
- The VP/Dean of Administrative Services communicates project approval and budget directives to the requestor.
- Approved request information is communicated to the Budget Development Steering Committee and the Facilities Planning Committee as an informational item.
- Changes to the project timeline or estimated cost are provided in a written report to the VP/Dean of Administrative Services and President for review and approval.
- Project completion and final budget is reported to the VP/Dean of Administrative Services.