



Modesto Junior College

Campus Facilities Project Request

The charge of the Facilities Council is to provide input and monitor activities and changes related to the physical plant and grounds of the college to ensure a healthy, safe, and aesthetically pleasing environment. The committee will make recommendations to the President, and the decisions and information will be made available to the campus community.

Directions: The following project proposal procedures are to be followed prior to any activities or change to the physical plant or grounds of the college. Complete this document, print, obtain approvals and signatures, and submit it with any necessary attachments to the Facilities Council, via College Administrative Services office, Morris Room 211, ext. 6867. The Council will review all proposals and forward their recommendation to the college President and College Council.

Requested by: _____ Requested Date: _____

Written Project Summary Description *(Include a thorough description of the project. Attach additional information if needed):*

Approving Unit Manager: _____

Who will typically use the facility: *(check all that apply)* Staff Students Community Members

Attachments *(check all that apply)*: Drawings Photographs More Detailed Project Description
Conceptual drawings or narrative addressing the structure's interior, exterior and location, as well as any special considerations relating to utilities (ex: electrical, plumbing, heating/cooling), disabled person access or security.

Who and/or what will be affected by this project and how?:

Approximate Project Cost: \$ _____

Source of Funding: _____ Include anticipated donors of cash and/or in-kind contributions. *This information must be provided and discussed with the College President prior to any contact/solicitation being made. Solicitations to all individuals or organizations, within or outside the community, must be made with full knowledge of the context of other recent, current or planned solicitations.*

Project presentation to Facilities Council date: _____ Second Reading date: _____

FOR OFFICE USE ONLY	<i>Approval Signatures & Dates:</i>
Approved by <i>(as applicable)</i> :	
<input type="checkbox"/> Fire Marshal: _____	<input type="checkbox"/> IT: _____ <input type="checkbox"/> Campus Safety: _____
<input type="checkbox"/> ADA: _____	<input type="checkbox"/> Risk Management: _____
Facilities Council: _____	
Co-Chairs: _____	_____
Facilities Operations: _____	College Council: _____
Project Final Approval (MJC President): _____	