Building, Facility, Technology, Furniture, Fixture, and Equipment Needs

	Emergencies	*Operational Repairs/Maintenance*	*Equipment/Repairs/Maintenance*	*Equipment Replacement*	*Long-term Facilities Planning*	*Long-Term Instructional Planning*
Action	Health, Safety, & Immediate Items	Maintenance - Building, Equipment, Furniture, or Fixtures	Instructional & User Technology	Instructional Equipment Replacement	Facilities Modifications or Additions Requests (useful life of over 1 year)	Program Review
Purpose	*An unsafe facility or equipment condition exists which needs to be addressed immediately*	*Fixing an item that broke or maintaining an item to last*	*Daily operational MPC technology equipment needs and troubleshooting support*	*To replace current instructional equipment within classrooms*	*Capital project or capital equipment needs and facility long-term planning*	*Proactively plan and identify current and future (1 to 5 years) program needs based on data analysis and student learning outcomes*
Method	Call Facilities: x1362 or x4049	Maintenance Ticket - School Dude	Tech Support Online Ticket System	Academic Affairs Advisory Group (AAAG)	Facilities & Technology Request Form	Action Plan
Decision Process	Facilities will assess the situation and immediately address as needed.	Prioritized in Facilities based on submission date, staffing, equipment and instructional schedules	Prioritized by IT Department based on available resources, technology lifecycles, and IT staff availability	Prioritized by AAAG through the established IELM process.	Facilities Committee Prioritization & tracking (with input from Technology committee if applicable)	College-wide Planning & Resource Allocation Process
Definition	*The most critical projects, involving student, faculty, and staff life-safety issues. *Building and facility needs that prevent fires, flooding, and hazardous contamination. *Projects that are necessary to ensuring 'the physical safety of students, faculty, and staff. *Projects that are needed for program continuance.	*Improvements that "keep" property in efficient operating condition and does not significantly increase the value. *Restores property to its previous condition or provides incidental repair to property. *Protects the underlying property through routine building maintenance. *Preventative equipment maintenance, cleaning, and sanitation needs.	*Provide the employee or end user with standard MPC technology supported products and technology support services. *Maintenance of functional technology equipment used daily by MPC employees. *Provide standardized technology equipment to new employees. *Troubleshoot technology problems and/or technology equipment failure.	*To replace current instructional equipment that is broken or non-functional. *To replace outdated instructional equipment that is no longer relevant to current course learning outcomes. *Replace classroom and library instructional software that is outdated and/or no longer relevant. *Replace and/or renew library databases, periodicals, and other instructional platforms used in the MPC library	*Improvements that put the property in better condition than original or adopts the property to a new use. *Restores property to a "like new" condition or significantly upgrades or modifies the existing property. *Enhances the value of the property and greatly extends the useful life of the property. *Improves the efficiency, quality, strength, or capacity of property and/or corrects a material condition or defect.	*New instructional equipment, software, and technology needs emerging from analysis of student success data and/or the results of learning outcomes assessments. *Supplies, equipment, storage, and fixtures needed to support progress towards departmental or division goals documented in Comprehensive Program Review. *Expansion or addition to current classroom technology hardware/software used to support ongoing student learning and success. *Hands-on instructional equipment needed to enhance the student experience and support the development of discipline-specific skills.
Examples	*Fire sprinkler systems *Eye wash stations *Chemical disposal equipment *Flooding or pooling of water *Exit lighting, signage, or maps *Power outages *HVAC failures *Cracked floor ties or ceiling panels	*Leaking sinks or roofs *Painting touch-ups *Jammed door locks *Split window screen *Equipment repair or maintenance *Window repairs *Custodial needs *Replace lightbulbs	*Desktop computer refresh (2) *Laptop or projector loners *Data storage maintenance/support *Phone or voicemail *Network maintenance/support *Wireless network maintenance/support *New employee technology needs (2) *Technology hardware maintenance/repair	*Replacement microscopes *Replacement skeletons *Replacement of instructional computers *Replacement of instructional furnishing *Replacement safety equipment *Replacement of computer privacy screens *Replacement of textbooks or calculators *Replacement of instructional software	*Classroom expansions; building upgrades *New drywall or painting *New floor coverings, ceiling tiles *Exterior walkways & lighting improvements *Replacement - broken equipment/furniture (1) *Landscaping/irrigation and ADA matters *Land grading/drainage *External building fencing or lighting	*New or expanded: -Instructional materials and supplies -Instructional equipment -White boards, bulletin boards -Instructional technology/software -Classroom storage (e.g., cabinets, counters) -Books, periodicals, audio-visual equipment -Machines, printers, cook-tops, gas ranges
Contact	Facilities Department; Vice President, Administrative Services Office	Facilities Department	Information Technology (IT) Department	Academic Affairs Advisory Group & Academic Dean	Vice President, Administrative Services Office; Facilities Committee	Office of Planning, Research, and Institutional Effectiveness (PRIE)
Email	facilities@mpc.edu	facilities@mpc.edu	techsupport@mpc.edu	abolin@mpc.edu	facilities@mpc.edu	prie@mpc.edu
Feedback	Facilities team member in person	Email through Schooldude System	Email through Helpdesk System	Communication Out From AAAG/Dean	Email from Facilities Committee Chair	Email from PRIE Department
Web Link	https://www.mpc.edu/about-mpc/campus-resources/facilities-department	https://login.myschoolbuilding.com/msb/?acctNum=494773760&productID=M	https://montereypeninsulacollege.freshservice.com/support/home	https://www.mpc.edu/about-mpc/participatory-governance/academic-	https://www.mpc.edu/about-mpc/campus-resources/facilities-department	https://sites.google.com/a/mpc.edu/mympc2/home/prie/program-review

(1) Campus furniture standards can be located on the MPC purchasing website.
(2) Technology equipment standards and refresh plan can be found in the 2016 - 2019 Technology Master Plan available on the MPC IT webpage.