

ISIT/FACILITIES/OTHER EQUIPMENT REQUEST 2018:

Program or Service Unit:	Business Administration Degree for Transfer
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Funding Source or needs funding. Please explain	General fund allocation of resources
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PLEASE NOTE: If you have multiple requests, please submit multiple forms.

Please share as many details as possible such as room location(s), type of equipment and/or software requested. If you have a cost estimate, that would be helpful, we will contact you for more details.

Please share as many details as possible such as room location(s), type of facilities request, remodel or construction request, safety concern, or furniture request.

You will have an opportunity to present your request to the ISIT/FACILITIES OR CTE committee.

The Business Education building needs to be cleaned on a regular basis. Offices should be vacuumed more than once per year. The floors should be swept more than once per semester. Desks should be cleaned on a regular basis. The layers of filth are growing each year and some of the computer keyboards are growing mold.

Trash should be emptied every day. The bathrooms should be cleaned twice per day as we have a great deal of traffic in the evenings. We also have a large number of visitors who stay in the hallways for hours at a time and use the wall outlets to charge their phones. These visitors use the restrooms as well.

Basic repair and removal of broken desks and chairs should be done on a regular basis.

Computers are filthy and need to be cleaned on a regular basis. It is helpful to have wipes in the classrooms, but students should not be expected to be the primary human resource for cleaning the college's equipment.

We would like funding to hire a cleaning service to clean the building on a regular basis. We used much of supplies grant funding to purchase large quantities of wipes. However, since these had to be stored on campus over the summer, most of them were stolen from our office.

Last year, M&O responded to this very basic request by scheduling afternoon restroom cleanings. This lasted for about three weeks. Wipes were provided by M&O for the computers, but these were never replaced once they were used.

