Planning Budget Council

Request Title: Library Learning Commons Janitorial Staff

Part I. General Information

Name of requestor: Clifford Togo
DC review: 12/7/10
Unit, Department or Program: Administrative Services
Dean, VC, Dir review: 12/7/10
Operations and Maintenance
Chan review: __________

Part II. Resource Information

Type of request by code and description:  
OE operating equipment  
OO operating other  
PN program change request  
PW PCR - workload  
PF PCR - new facilities  
CP CIP - new facility  
CR CIP - Renovation  
CM CIP - R&M  

Amount

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Alignment with Strategic Plan*: WCC Action Outcome 5.4: Renovate, repair, and maintain all college facilities

(* this information must be filled out, i.e., Action Outcomes 2.1, 4.3, etc.)

Part III. Narrative - Description and Rationale (do not exceed the space provided)

Descriptive Summary of the Request (provide a summary of the resource request)

Additional janitorial staff to maintain the new Library Learning Commons (LLC) facility that is expected to be completed in Spring 2012.

Rationale for Request (how will the request benefit the unit, department, program or institution)

In order for the facility to operate as planned, maintenance support is needed to adequately keep the building clean. This is a health and safety request to provide a clean environment for students, faculty, and staff in the LLC. Since this is a library facility, the hours of operation will be longer coupled with a coffee shop serving food and drinks will require at least two (2.00) janitors to adequately maintain the facility.

Documentation (in addition to the Strategic Plan what other source(s) of documentation for this request exist? provide an alignment with or connection to a supporting document, i.e., program review, annual assessment, departmental report, SLO/process outcome assessment/analysis, grant proposal, or other docs/reports)

The 69,128 gross square feet facility will require at least two janitorial staff. This is based on industry standards of each janitor maintaining an average of 30,000 square feet. The existing staff cannot be burdened with the additional workload since they are already covering an average of 31,745 square feet per janitorial staff.

For PBC members: provide one rating for this request based on a scale of "1" indicating the lowest rating and "5" indicating the highest rating.

Rating
Total