**EQUIPMENT NEEDS ASSESSMENT APPLICATION**

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| Name of Person Submitting Request: | **Johnny Kates** |
| Program or Service Area: | **Custodial** |
| Division: | **Administrative Services** |
| When was the last Program Efficacy document completed? | **02/2007** |
| What rating was given? | **Continuation** |
| Equipment Requested | **2 each Electric Carts** |

1. Provide a rationale for your request.

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| New flatbed carts are needed for the custodian department. The department currently has only 2 flat bed carts, 1 four passenger cart and 1 two man cart with a very short bed. The later carts are unable to safely transport tables and chairs or bulk cleaning supplies and materials. With just two flat bed carts to support event set-ups, we are unable to move necessary items for very large events, or if there is one cart down for repairs. These carts would enable the department to deliver supplies and items more efficiently and safely. |

1. Indicate how the content of the EMP One-Sheet and latest Program Efficacy Report support this request. How is the request tied to program planning? *(reference the page number(s) where the information can be found on the EMP and Program Efficacy).*

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| Number 2 on the program Efficacy - The Custodial department provides access to the college for students, staff and the community by keeping the office’s, classrooms, meeting rooms, and other rooms cleaned and they also keep all restrooms cleaned and stock on paper needs.  Number 3 item 6 on the program Efficacy - Moves furniture or other heavy objects on request or for set-up of campus functions; makes minor repairs and adjustments to building fixtures and equipment. |

1. Indicate if there is additional information you wish the committee to consider *(for example: regulatory information, compliance, updated efficiency and/or student success data or planning etc).*

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| Current means of transportation for the Custodial Department place staff in unnecessarily dangerous situations when large or bulky items must be transported and flatbed carts are unavailable. Additional flatbed carts would also increase the efficiency of the department in collecting and disposing of trash from campus facilities. |

1. Evaluation of related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources. (for example Department Budget, VTEA or Perkins)

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| New carts can be purchased for approximately $10,000 each. A common back injury typically has a cost of more than $25,000 associated with it – including lost time at work and medical treatment. We do not want any injuries to any of our staff and avoiding only one such injury will justify the cost of both flatbed carts. |

1. What are the consequences of not funding this equipment?

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| We will be unable to maintain San Bernardino Valley College facilities in a safe and well kept manner that helps to make our campus a desirable learning environment. Custodial staff members will continue to be exposed to unnecessary risk of injury. |