

EQUIPMENT NEEDS ASSESSMENT APPLICATION
Fall 2015

Name of Person Submitting Request:	Robert Jenkins
Program or Service Area:	Maintenance and Operations
Division:	Administrative Services
Date of Last Program Efficacy:	November 2014
What rating was given?	Continuation
Equipment Requested	Key cutting machine
Amount Requested:	\$7500
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/15oqoxm)	6.1 – Conserve resources (reduce budget impact and improve service by completing more of this work in-house.

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement Additional

1. Provide a rationale for your request.

Every year the maintenance department receives approx. 250 work orders for key requests (copy or create a new key). Our existing equipment only allows us to copy an existing key from one we already have, in order to make a new one. If the existing key has any imperfections as the result of wear and tear, damage or human error, those imperfections are transferred or copied to the new key. Because we do not have a key cutting machine, some key requests can only be completed by a licensed locksmith, such as making a new master key or cabinet key.

For example, the owner of a filing cabinet asks for a key which is not on file. The only way to obtain a key is to cut it by factory code. This requires a locksmith with this machine to complete the request.

The purchase of this machine will allow maintenance to:

- Cut keys with precision.
- Cut door keys by factory codes.
- Make original keys (Currently we can only copy using existing key).
- Make cabinet keys (where only a factory code is available).
- Machine is programmable – eliminates human error.
- Savings are estimated at \$16,250 per year (250 work orders times' \$65/hr. for a locksmith's time.

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on Program Efficacy.*)

Pg. 8 of the Program Efficacy Report, Spring 2015 states: "The principal weakness of the department is a staffing level that does not meet the daily needs of the campus. With approx. 25-30 work orders coming in per week, and at least an additional 50% more requests coming by way of email, phone and radio requests, many of the more complex requests go unfilled for weeks,

until there is a break in the school schedule, summer time, or some other factor. Vacations, illness, long-term absences, and other dynamics of life affect consistent attendance. One absent staff member out of five is a 20% loss of personnel; 2 missing together and we are down 40%.... Current budgets do not allow for additional staff at this time.

The District has contracted with companies and other outside vendors to make up the difference with respect to certain trades... The “down” side to contracting these services is the delay in response. The District is still at the mercy of the vendor’s schedule, even under the best circumstances.”

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

Efficiency:

The additional work and time occurs when there is a key which is not initially identified as a “bad” master key. The current process is:

1. Cutting new blanks from an imperfect existing key, not knowing it is bad to begin with.
2. Spending time troubleshooting why the keys do not work.
3. Eventually we determine the master key is bad.
4. We still have to call out the locksmith only to have him repeat the process. The locksmith is not going to rely on our word when he is required to warranty his work.
5. Now a new master key is cut to code by the locksmith.

Between the maintenance worker’s time and the (vendor) locksmith’s time, there is a potential of 8 hours spent on what ends up being just cutting a new key. Assuming an average of \$85/hr. between the locksmith’s wage and the cost of a Technician, this single problem has a potential of costing SBVC \$680 plus materials, per key request. Being able to cut keys to code would pay for itself over 3 years at an average of just 5 similar situations per year. This is only one type of situation where cutting a key by factory code is needed.

This equipment will be used by our maintenance technician who currently makes key copies and minor repairs on door locks. We do not have a maintenance staff dedicated to locksmith duties. He must split his time between locksmith/key requests and all other work orders he receives.

4. Evaluation of initial cost, as well as related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources (*for example Department, Budget, Perkins, Grants, etc.*).

The initial cost is \$7500 for the machine.

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

Continue existing process:

- Have locksmith make keys we cannot, at \$340 each trip (locksmiths portion of the \$680 cost estimate, mentioned above), including any cabinet keys.
- Continue to copy from existing bad keys only to have a locksmith cut new (including any imperfections).