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 stamping equipment**
Amount Requested:	**$2500**
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/l5oqoxm)	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 ☐X

1. Provide a rationale for your request.

The process by which our in-house locksmith identifies each copied key he produces is to use individual metal stamps, one for each letter and number. The process is time consuming and does not always produce "professional" results. The numbers and letters on the key are not always neat and the process is cumbersome. The risk of injury by accidently hitting a finger with the hammer while stamping a key is always there and happens on regular bases. This process has a potential of injuring the operator, causing a workman's comp injury. It takes on average of 2-3 minutes to stamp one key with identification marks (letters and/or numbers). When a new key is cut by the vendor, he stamps the key with numbers/letters as directed. This is part of the charge we pay to have new keys made.
The key stamping machine will allow:
- Various nests, strip holders, and slides can be custom manufactured for use with this model.
- Ideal for stamping Plates (Name, Motor), Tags, & Keys
- Can stamp aluminum, brass, and steel parts
- Portable; can be moved and used in other locations on campus.
- Quiet operation; can be used in an office setting if needed.
- No risk of injury due to a hammer strike

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.).*

Previous injuries to the maintenance work have been first-aid level. No serious injuries have occurred as a result of his efforts to produce a quality product for the "customer" or requestor.

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 of the 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 $2500 for the machine.

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

Continue to operate as in the past: same speed, quality, process and delays. Risk of minor injury to maintenance staff remains.