

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	3 Taylor-Dunn Utility Carts
Amount Requested:	\$40,000
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/15oqoxm)	6.1 – Conserve resources (reduce budget impact and improve service) by responding to work order requests on campus.

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.

We currently have one utility cart for each maintenance and grounds worker, and one for each lead custodian. One of the three used by the leads is past its useful life and should be surplused. We will need one new cart when the plumber position is filled and one for the new HVAC tech, when it is also filled. Each trade is required to have tools and other equipment with them during their shift, in order to respond to variety of issues that occur during the normal course of the day. It is both impractical and altogether unsafe to expect a maintenance technician to complete his/her job assignments by carrying their tools and equipment around campus.

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.*)

We have 22 custodians, 19 of them are on the night shift and 3 of them are leads. These leads need to be able to travel around campus, delivering supplies and checking on work.

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.*).

The 2013-14 Campus Climate survey indicated an 81% satisfaction when asked about the appearance of the new buildings and 83% satisfaction regarding the appearance of the campus landscaping. The ability of the maintenance and grounds crews to respond to the many issues that arise on this campus is due to their ability to travel safely and efficiently on campus using utility carts.

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.*).

Last year we averaged just over \$2000 in repairs for each utility cart in Maintenance and

Operations. That amount has increased as we strive to maintain our carts in a safe operating manner while they continue to age. Some of the increasing costs are due to age and wear. These are the first to be replaced as funds become available.

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

The use of utility carts on the campus of Valley College is imperative for maintaining responding to work requests, and properly maintain school assets. Sharing a cart with another maintenance worker or waiting for “a turn” are among the least effective methods for responding to all the many work orders, last minute requests, and emergencies received annually.