



# Modesto Junior College

## Campus Beautification Project Request

The charge of the Facilities Council is to provide input and monitor activities and changes related to the physical plant and grounds of the college to ensure a healthy, safe, and aesthetically pleasing environment. The committee will make recommendations to the President, and the decisions and information will be made available to the campus community.

Directions: The following project proposal procedures are to be followed prior to any activities or change to the physical plant or grounds of the college. Complete this document, print, obtain approvals and signatures, and submit it with any necessary attachments to the Facilities Council, via College Administrative Services office, Morris Room 211, ext. 6867. The Council will review all proposals and forward their recommendation to the college President and College Council.

Requested by: \_\_\_\_\_ Requested Date: \_\_\_\_\_

Written Project Summary Description *(Include a thorough description of the project. Attach additional information if needed):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approving Unit Manager: \_\_\_\_\_

Who will typically use the facility: *(check all that apply)*  Staff  Students  Community Members

Attachments *(check all that apply)*:  Drawings  Photographs  More Detailed Project Description  
*Conceptual drawings or narrative addressing the structure's interior, exterior and location, as well as any special considerations relating to utilities (ex: electrical, plumbing, heating/cooling), disabled person access or security.*

**As a preliminary measure, the proposal writer will consult with the District Office of Facilities/Operations in preparing conceptual drawings or narrative.**

**Preliminary Review by Facilities/Operations: Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved by *(as applicable)*:  Fire Marshal, date: \_\_\_\_  IT, date: \_\_\_\_  Campus Safety, date: \_\_\_\_  ADA, date: \_\_\_\_

Will programs and/or staff be affected by the project?  Yes  No

*If yes, please explain (Include results of preliminary consultation with those affected.):* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approximate Project Cost: \$ \_\_\_\_\_

Source of Funding: Include anticipated donors of cash and/or in-kind contributions. *This information must be provided and discussed with the College President prior to any contact/solicitation being made.* Solicitations to all individuals or organizations, within or outside the community, must be made with full knowledge of the context of other recent, current or planned solicitations.

Project presentation to Facilities Council date: \_\_\_\_\_ Second Reading date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	<b>Approval Signatures &amp; Dates:</b>	
Facilities Council: _____	_____	
Co-Chairs: _____	_____	_____
Facilities Operations: _____	College Council: _____	_____
Project Final Approval (MJC President): _____	_____	