Section I: Information on Request

1. **Title of Request:** Janitorial Services Floor Maintenance Equipment Replacement

2. **Description of Request:** Equipment for floor care and other surface needs

3. **Justification for Request:** Cleanliness is key to maintaining a safe campus. Current floor care (stripping, polishing, vacuuming, sweeping, etc.) equipment in operation are past their useful lifespans. As the oldest campus in the UHCC system, the maintenance of our facilities are imperative. Many of our floors need continual care due to their age and condition. If these floor surfaces cannot be cleaned and maintained dangerous safety situations, such as slips and falls or trips and stumbles, may occur. Perhaps more importantly, in the upcoming year a visiting Accreditation team will come to our campus. It will be important to put our best foot forward in showcasing the care and maintenance of our resources.

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**Check Boxes if the answer to the question is “Yes”**

4. ☒ Does this request meet the College’s Mission Statement?
5. ☒ Does this request meet the University of Hawai‘i’s Mission Statement?
6. ☒ Is this request due to an identified health or safety need?
7. ☐ Is request due to an Implementation Plan objective (Implementation plan that is generated due to Strategic Plan goals)

8. **Program Review Link:** Please type the web link to your most current program review
   http://honolulu.hawaii.edu/XXXXXXX

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**Estimated Cost of Resources**

Please provide your best projection of the costs of this request including positions, funds (i.e., personnel, operating, and equipment costs), and required space to implement request or activity.

**Positions:** 0.0 **Funds:** $10,000

**Request Details:** Request will purchase new floor stripping, waxing, polishing, and maintenance equipment.
Section II: Strategic Plan

Relationship to HCC Strategic Plan
Link: [Honolulu Community College Strategic Plan 2010-2015](#)

Each request MUST be tied to a Strategic Goal and Outcome. Many requests will be related on multiple goals and outcomes, in these instances please choose the primary as well as any secondary goals and outcomes that the request meets. Explain the relationship between the request and the goal/outcome as necessary.

1. **Primary Goal:** Goal E. Resources and Stewardship
   As the oldest campus in the UHCC system, we must continue to maintain our floor surfaces. This remains one of the most critical aspects in ensuring a safe environment for employees and students.

2. **Secondary Goal:** Please indicate the secondary goal/outcome that this request helps to accomplish
   Please explain the request's relationship to this goal

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Section III: Communicating the Request

Program Consultation

1. **Programs/Offices that will be impacted by this request include:** O&M, VCAS, HR

2. **Impacted Program/Office:** Submitter is responsible for including all programs/offices that will be impacted by the request and seek their comments on the request.
   
   a. **Impacted Program/Office Comments:** Impacted programs/offices comment/concerns section

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Section IV: Administration Review and Comments

NOTE: Save the form using an abbreviated title of the request in this format: AbbreviateTitleofRequest_BudReqAY12 (example: OfficeFurnReplacement_BudReqAY12.doc).

- **Routing** -

All requests require review and comment from:
1) Division Chair (if no Division Chair then to #2), 2) Lead Dean(s), 3) VCAA, and 4) VCAS

1. □ Reviewed by Division Chair
   a. N/A

2. □ Reviewed by Program/Division Dean
   a. Program/Division Dean please enter comments on request here

3. ☒ Reviewed by Vice Chancellor of Academic Affairs
   a. Per email from VCAA on 2/28, "These look good..I support them"

4. ☒ Reviewed by Vice Chancellor for Administrative Affairs
   a. Request is necessary to replace obsolete and aging equipment. Last year the Operations and Maintenance department performed over 40,000 square feet of floor stripping, waxing and polishing. This does not include the other maintenance aspects of ensuring a safe environment.

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