

Facilities and Services Proposal Request Form

Due to VU Operations Assistant Director by Friday of finals week. Fall Quarter

Guidelines

The intent of this process is to engage the AS and WWU students in the Space planning of spaces housed in the Viking Union. Examples of projects would include furniture purchases, or projects that require facilities management to install or make minor modification to existing spaces occupied by AS Programs. Programs and Services who already have dedicated facility budgets provided by VU Facilities are not eligible. Proposals may be referred to AS if the request is more appropriately handled by other AS processes or committees.

Proposal Information

Project Title:	
Department:	Advisor:
Contact Name:	Contact phone:
Alt Contact Name:	Alt Contact Phone:

Brief overview of what you would like to accomplish with a proposal?

What do you anticipate as the impact this project would have on your department?

What are other alternatives if your proposal is not accepted?

Estimated Cost and timeline (Determined by VU Facilities)

Selection and oversight

The AS Facilities and Services will act as a review and prioritize proposals brought forth by AS Programs. Viking Union Administration will retain oversight of all aspects of project management, finances/project budgeting, and equipment/product selection.

Selection Criteria

Makes a positive impact on WWU students or AS Service Delivery

(Outline on backside)

Timeline

- I. A department thinks of a request that would positively impact students or their service delivery.
- II. Submit request to Greg McBride by **Friday of finals week (Fall Quarter)**
 - a. Greg acts as the "feasibility" checker (Is it possible and/or would it be within the budget?).
- III. Starting winter quarter, Facilities & Services Chair will show all requests to FCS.
 - a. Representatives from submissions may speak on behalf of a request.
- IV. The council will compare & contrast the requests. They are tasked with prioritizing which projects to undertake, based on selection criteria.
- V. The council will vote on these requests.
- VI. Once approved, VU Administration will handle implementation.