1. **What’s an RFS required for?**
   A completed and approved RFS is required for purchasing new furniture (totaling $2000 or more), renovating, constructing and/or altering any part of The College’s infrastructure or facilities.

2. **Where can I find the RFS form?**
   You may obtain copies of the RFS form on our website [http://admin.sanjac.edu/college-administration/fiscal-affairs/facilities-construction/request-service](http://admin.sanjac.edu/college-administration/fiscal-affairs/facilities-construction/request-service), request it directly from the Facilities and Construction Department, or your campus Administrative Dean/Facilities Services Coordinator (James Braswell, Don Spies, and Joseph Hebert).

3. **What information do I need to include on the form?**
   Please fill out the form as completely as possible, including your contact information with a phone number where you can be reached. Include as much detail about your request as possible including any known funding options.

4. **What if I already have a project in progress?**
   If your project is already active in the design phase or beyond, you do not need to submit an RFS form.

5. **Do I fill out an RFS form if I have items for the auction?**
   If you would like to send items to auction please follow the steps prescribed for disposing of college assets. This process is described on the form **ITEMIZED LIST FOR AUCTION**. The form can be found on the College website under “Itemized list for auction form”.

6. **What if I want to paint my office?**
   This can be requested through a Maintenance Work Order.

7. **Who approves my RFS?**
   Your RFS needs to be approved by your Administrative Dean/Facilities Services Coordinator, and your Campus President. RFS’s for work at the District Administration Office should be approved by the responsible Vice Chancellor.
8. **Where do I send my completed RFS?**
   Please mail your approved RFS form to:
   - Director of Project Services
   - Bill Dowell
   - District Office Suite 207
   - 281-998-6343

   You can also scan and email the completed RFS form to: Jessica.Garcia@sjcd.edu

9. **When will I be contacted about my submitted RFS?**
   Once your RFS has been received and entered into our project management information system, you will receive a receipt confirmation by email.

10. **Where can I check the status of my RFS?**
    Facilities & Construction will maintain a listing of all project information on our college website. ([http://admin.sanjac.edu/college-administration/fiscal-affairs/facilities-construction/request-service](http://admin.sanjac.edu/college-administration/fiscal-affairs/facilities-construction/request-service)). This information will be updated on the web site monthly. If you have urgent questions or need more timely status information, please contact the assigned Project Manager.

11. **What’s the difference between a Maintenance Work Order and an RFS?**
    Generally speaking, maintenance work orders are used to repair existing equipment or request preplanned service such as housekeeping or meeting set up services. If something is broken, request maintenance services. If you need to renovate a space, construct a building or replace classroom furniture, you need an RFS.

12. **I only want to install some new equipment donated to the College in an existing teaching space, why do I need an RFS?**
    You may or may not need an RFS. To answer the question, you must first understand the following concerns - Does the existing room where you propose to put the new equipment have sufficient electrical power supply? Does the equipment you are installing create heat that is going to make everyone uncomfortable when it operates? Does the operation of the equipment create a hazard to the occupants of the building? Will the space you would like to install the equipment in need any alteration? If the answer is yes to any of these questions, you need an RFS.

13. **Why do we have to fill out another form?**
    Demands on the Facilities and Construction group are growing, just as they are for the rest of the College departments. One of the worst problems we can have is to loose or miss-prioritize a request. This form is the first step in a comprehensive process of managing facilities construction, renovation and remodeling requests for the department. The new RFS process
will provide for proper assignment of project managers, periodic College leadership review of all
project progress and periodic review of project sequencing.

14. Why not just use the Maintenance Request system for construction projects?
The Computerized Maintenance Management System (CMMS) is used to process thousands of
requests per year which are of a different nature and do not require campus leadership
approval. The volume of RFS’s will be much lower, may include attached documents, and
require multiple approvals. For this reason, we chose a separate RFS request process.

15. I have a budget, so why should I go through this process if I need some carpentry work done in
my building?
Aside from College leadership requiring that all construction and renovation projects be
managed through the Facilities & Construction department, it is critical that alterations to
buildings and facilities be made in a safe, regulatory compliant and consistent manner
throughout the College.

16. Why do I need to purchase furniture through the RFS process?
Furniture is generally purchased with new buildings as part of the FFE (furniture, fixtures and
equipment) package. Currently, the Facilities & Construction group is working with architects
and a local distributor to develop a selection of furniture for use with the 2008 Bond program.
This selection of furniture will support the desire to improve overall furniture value and
appearance for the college.
Similarly, several renovations and new office projects are underway where large quantities of
furniture will be purchased from this college-wide furniture selection. In an effort to support
the One College initiative, the Facilities & Construction group will support college customers
needing furniture to assure that the manufacturer and make and model of furniture matches
that being purchased for other projects for the College.

17. I have need for work that isn’t maintenance and isn’t listed on this FAQ sheet – what do I do?
Email or call one of the Facilities & Construction department members for clarification. You
should receive a reply within one work day.