

# Materials, Services, Facilities and Technology Fee Fiscal Year 2018-2019 Budget Request Form

**DUE: Friday, January 19, 2018**

If you have questions about this form, please contact Gina Matibag at (805) 437-3320  
For additional information please consult the MSFT web page

## ▼ Application

### Project or Activity Title

Santa Rosa Island Flooring Replacement

### Requestor

Daniel Wakelee

### Requestor Phone Number

437-8542

### Requestor Email

Dan.Wakelee@csuci.edu

### Amount of MSFT Funding Requested

31089.00

### Date Funding Needed by

July 1, 2018

### Are you a member of the Division of Student Affairs?

- ☒ No  
☐ Yes

### Please select your AVP/Dean

Frisch, Scott - Interim Associate Vice President Academic Programs and Planning

### Will you receive funds from any other source(s)?

- ☒ No  
☐ Yes

### Has this project or activity previously received MSFT funding?

- ☒ No  
☐ Yes

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Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

### 1. Brief Project Description

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

### 2. Project/Activity Budget

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

### 3. Project Assessment

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

### 4. Sources of Project Support

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

## Brief Project Description

The Santa Rosa Island Research Station provides critical opportunities for field research, education and service learning for the CI community. Last year the station recorded over 4,400 user days hosting classes, research groups and student organizations. In the last academic year the station accommodated students from 31 CI courses from 14 academic programs.

As a result of the heavily use and adverse conditions at the station, the flooring in the bunkhouse requires replacement. It is unknown when the flooring in the small computer room/office and the laundry room was last replaced but dates from some time prior to the use of the bunkhouse by the research station. This flooring requires subfloor repair and new flooring material. In the rest of the bunkhouse flooring squares were installed in 2013 but are not holding up to the use and conditions at the station. Adhesive from the flooring squares is seeping to the surface of the floor where it collects dirt and debris. Regular wet mopping of the floors (which is required for health reasons) exacerbates the issues with the flooring tiles. A new layer of flooring is required to provide an appropriate flooring surface throughout the bunkhouse. Both flooring and subfloor in the computer room and laundry room require replacement. Since these floors date from the original construction of the bunkhouse and have not been previously abated, testing is required and there may be need for abatement.

## Brief Project Description Additional Documents

[bunkhouse floor1.jpg](#)

[computer room floor.jpg](#)

[bunkhouse floor2.jpg](#)

## Project/Activity Budget

Facilities Services project budget (attached)	\$18,489
Testing and Abatement of flooring in Computer Room and Laundry	\$3,000

Transportation and food for Facilities Staff \$9,600

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\$31,089

This budget includes materials, labor, transportation and testing/abatement costs. Budget includes worst case costs for abatement and allowance for overtime for facilities staff. These costs could be less than forecast when project is complete.

**Project/Activity Budget Additional Documents**

[MSFT Bunk house VCT flooring est 2018-0118.xlsx](#)

**Project Assessment**

Improved durability and safety of the bunkhouse for students and other guests will be evidence of the success for this project. The condition of flooring in the computer room/office represents a tripping hazard and permits insects and rodents to enter that space. Repairs and new flooring will better seal the interior of the building, reduce risks from conditions such as hantavirus, reduce risk of injury from falls, and improve overall cleanliness in the building. New sheet linoleum flooring without the many seams between the current floor tiles will reduce the amount of water and scrubbing required to clean floors.

**Project Assessment Additional Documents**

**Sources of Project Support**

MSFT is the only source of financial support for this project. The National Park Service will provide logistical support to transport materials and personnel for this project.

**Sources of Project Support Additional Documents**

[SRIRS 2016-17 Annual Report\\_Final1.pdf](#)

**Fiscal Management:**

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

 Daniel Wakelee Jan 18 2018

**▼ AVP/Dean Review**

☒ I approve of this MSFT Fee Application

 Scott Frisch Jan 19 2018