



FACILITIES PLANNING & OPERATIONS

Use of Facilities and Campus Grounds for Research

In alignment with QC's mission statement, the Facilities Planning & Operations Office (FPO) endeavors to enhance the teaching effectiveness of faculty and to encourage their research and creative work. Our division works diligently with productive scholars, scientists, and artists to ensure that the campus serves as a learning laboratory for students and researchers. Recognizing that the campus environment is a shared resource managed by professional staff, this process is in place to ensure that facility-related teaching, class, and research projects respect and protect this common good. Because projects often have impacts that are not anticipated--especially related to health and building code compliances and budget estimates--early consultation with FPO is highly recommended.

If a class or research project requires the modification of campus facilities and/or grounds, including alteration or replacement of any building system, the faculty in charge of the research or teaching project or the class sponsor must obtain the required approvals for use of the facility. (Prior approval of curriculum or a research focus is assumed to have been obtained from the appropriate campus authority.) The proposal also requires a designated responsible party within the academic unit who has agreed to work with the faculty sponsor to coordinate administrative details. This could be departmental staff responsible for office operations, or staff familiar with procuring campus services.

Examples of projects that require evaluation under this protocol are lab retrofits, community gardens, art installations, building materials testing, office lighting changes, tracking or modifying building controls or systems, etc., including undergraduate and graduate thesis work, and any additions or alterations to existing spaces.

To initiate a consultation, the attached Project Request Form is required. The form is a PDF and can be filled out online. When completed, save a copy to your desktop and email to FPO.Projects@qc.cuny.edu with "Project Request" in subject line. The form can also be faxed to 718.997.2882 or sent via inter-department mail: Facilities Planning & Operations, Room KY 710. A Project Manager from Buildings & Grounds (B&G), Campus Planning, Design and Construction (CPDC), and/or Environmental Health & Safety (EHS) will be assigned to your request and will contact you to schedule a walk-through of the space and additional requirements.

PLEASE NOTE:

- All required signatures must be obtained from the requesting department before submitting this form to Facilities Planning & Operations
- All requests are subject to review and approval by Facilities Planning & Operations.
- Previously selected projects that have received departmental approval will be given priority.
- Project completion may be affected by utility shutdowns, material procurement and available funding.

Thank you for your cooperation.

Zeco Krcic
Assistant Vice President
Facilities Planning & Operations



FACILITIES PROJECT REQUEST FORM

(For projects with technology requirements, please contact ITS)

PRIMARY CONTACT INFORMATION

PROJECT INFORMATION

Provide a detailed description including purpose, requirements, benefits of implementation, and expected outcomes.

- NOTES: A Project Manager from Buildings & Grounds (B&G), Campus Planning, Design and Construction (CPDC), and/or Environmental Health & Safety (EHS) will be assigned to your request... It is the responsibility of the Department to process the requisition... The Department MUST process payment to the vendor in a timely manner.

PROJECT APPROVALS

Print

Sign

Date