

# INSTRUCTIONAL EQUIPMENT REQUEST

## 2018-2019

Internal Use  
IE #: Fall-05  
Total \$: \_\_\_\_\_

**Requester Name:** Titian Lish

**Division Name:** Arts and Humanities

### SUMMARY INFORMATION

**Title of Item:** Storage Bins and Shelving- Costume Storage

**Equipment Location Building:** Bldg 4000

**Room:** 4138

**Location Comments:**

Closet in the back of the blackbox - shelving to be installed

### SECTION 1: EQUIPMENT DESCRIPTION

The equipment is: ☐ A Replacement ☐ An Upgrade ☒ New Equipment/Technology

**Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to LPC from what is currently in place:**

Since we moved into the theater building, costumes have been stored haphazardly in mismatching, donated, bins and storage boxes. This makes it difficult to store like items in an organized fashion, and to keep costumes in a good condition. We are requesting funding to buy 74 uniformly sized boxes and accompanying shelves to store the more than 1500 costume items we access regularly.

The clear bins with locking lids will make access by student and hired costumers easy and orderly. Items can be more readily returned when shows are completed, without having to move a million bins to complete the restock, and precious class time will not be wasted trying to find specific costume items stored in unclear locations.

The shelving, bins, and racks will prevent bins from being stacked on top of each other, keeping bins free from damage and students free from falling bins.

**LPC - RECEIVED**

SEP 28 2018

ADMINISTRATIVE SERVICES

## SECTION 1: EQUIPMENT DESCRIPTION (contd)

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

The primary safety concerns for students are:

- 1) We want to be able to give student actors costumes to wear that are clean and well kept, free of critters having nested inside. We have, on more than one occasion, found cockroaches and mice droppings inside bins that are broken, or with lids that don't lock in place.
- 2) Students and contracted costumers currently have to lift and move dozens of heavy, full, and mismatched bins to get to the one they need. If they need a shirt out of a bin stored on the bottom of a stack, they might have to move 5-10 bins to access that bin. Done repeatedly, this is overwhelming on their bodies. With uniformly sized bins, we would be able to build a shelving unit that would house bins in a way that would allow them to slide only, accessing the only bin they need.
- 3) Bins rows stacked 5-6 bins high create a hazard for toppling bins.

## SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

### LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

### LPC PLANNING PRIORITIES:

- ❖ **Accreditation:** Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ **Curriculum:** Provide necessary institutional support for curriculum development and maintenance.
- ❖ **Tutoring Services:** Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ **Professional Development:** Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Specify how the equipment supports *LPC's Mission Statement and Planning Priorities*:

Our mission states that we will provide educational support for students. Having functional instructional support like appropriate and function tools for students to learn with supports that mission in a very specific way.

Our Planning Priority to provide necessary institutional support for curriculum maintainance speaks to the need of the program. Currently, instructional practice and curriculum is being sacrificed in favor of time to search for materials.

### **SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW**

**Specify the educational programs this equipment supports:**

**If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:**

Our program review does not specifically identify costume storage bins/shelves, though it does (and has for a couple of a years) address the ongoing concern with improper storage space. In many ways, when the Mertes Center was completed, there was \*some\* thought given to storage, but not in totality. For instance, a storage room with no shelves; a costume shop with no racks; large storage boxes with one entry point, no lights, and in the maintenance yard - so students can't access it. So while we have some space, what



## SECTION 4: TEACHING AND LEARNING

**Describe in detail the impact this equipment will have on teaching:**

Currently, valuable instructional time is lost as students spend HOURS simply locating the request materials for construction of a costume. Imagine a costume request is made in the costume design class (let's say for a skirt and sweater). Instructors have to give the request and then set aside a full class day for just locating the items. Students then have to locate all the skirt bins and unstack them from rows of bins by length, color, and pattern. It is impossible to just walk to the closet and pull the long white skirt bin, as there might be ten other bins to pull first. Then repeat for sweaters. Then return everything for the next construction assignment. It is exhausting and massive waste of time. This storage solution would mean students would be able to access the materials they need in

**Describe in detail the impact this equipment will have on learning:**

Imagine how much more effective learning could be if students could just walk to the item they need to work on. We would never ask students playing basketball to sort through all the athletic equipment first, prior to practice. As such, theater students should be able to access the materials they need for learning quickly and efficiently, allowing them to move into the design and build process of costume design.

Each academic year, this equipment will impact: 16 # of classes/sections 16 # of students

## SECTION 5: OUTCOMES (SLOs)

**Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved.**

**What are the consequences related to learning outcomes if request is not funded?**

Continued damage to our instructional resources and wasted class time, when students can't find the item they need.

## SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

**What is the potential life span of the requested equipment?**

Unlimited, with proper care and labeling.

**If new storage is needed what are the storage requirements, location requirements, and costs associated with the new equipment: (NOTE: Specific storage costs should be detailed in the “*Part A: Initial Start-up Costs*” section below.)**

No new storage is needed. There are large, available storage closets in the back of the black box. We just need to be able to use the space appropriately.

**If this equipment replaces old equipment but the old equipment will not be retired, are there on-going storage requirements, location requirements, and costs associated with the old equipment? If so, provide details.**

**What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the “*Part B: On-Going Annual Operating Costs*” sections below as applicable.)**

N/A

**Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college:**

The shelving and the bins would last for many years, as would the costumes stored in them. Better storage would translate to fewer washings of garments damaged by improper storage and less waste for temporary solutions (that don't work anyway).

## SECTION 6: TOTAL COST OF OWNERSHIP (contd)

### Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	2,664.48	(12x 6pk bins = 1509.48) (3x shelves = 1155)
Taxes (9.5%)	256.05	
Shipping or Delivery Charge	112.65	
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		\$ <del>3,033.18</del> 3029.36

\*For items requiring installation, requesters are required to check with District Purchasing (Victoria Lamica) regarding District policies.

### Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance		
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		

Indicate the source of funding for on-going annual operating costs:

Theater Arts



## SECTION 6: TOTAL COST OF OWNERSHIP (contd)

### Part C: Incremental Labor Costs

#### OPERATOR:

Indicate the key operator: Titian Lish

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): none

Indicate amount of time per month key operator will use equipment: daily

#### MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Mike Rinaldi

Is this in their current scope of duties? yes

Indicate cost to train for maintenance and repairs: none

Indicate amount of time per month maintenance will be required: 1x per year avg.

### APPROVALS

Funded requesters will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer-related equipment and printers must be reviewed by the LPC IT Department.

Signatures:

 9/21/18

Requester

Date

IT Department (if required)

Date



9/21/18

Date



9/27/18

Date

RECEIVED

SEP 25 2018

VP ACADEMIC SERVICES  
LAS POSITAS COLLEGE

Req. No.

Chabot

Las Positas ✓

District

Titian Lish

Theater Arts

9/12/2018

Requestor

Department

Date \_\_\_\_\_

**Delivery Required By:**

Room #: 4138

## Only ONE Vendor Per Requisition

### SUGGESTED VENDOR (Address & Contact Information)

**W#** (if known):

[illegible]

### Notes:

## Shipping/Handling

Tax 143.40

## Labor/Installation

**TOTAL** 1652.88

Account #:

Division Dean Signature

~~Vice President Signature~~



Products Services & Solutions Deals Business Expertise Membership

Your Cart

Continue Shopping

FREE shipping on this order

ORDER SUMMARY

Items (12):	\$1509.48	Remove from Cart
Add Coupons:	--	
Subtotal:	\$1509.48	
Shipping:	FREE	
Pre-Tax Subtotal:	\$1509.48	

Hefty 66 Quart Storage Container, 6/case

Add to Favorites Remove from Cart



Delivery Address

Pick Up in Store

12 at \$125.79 6/case \$1509.48

\$1509.48

Delivered by Tuesday, September 25

Item: 1894070 | Model: 7105-010000044



Get Ready for Back to School with Clorox!

\$3.49

- Kills 99.9% of germs including cold and flu viruses
- Kills bacteria in just 10 seconds, three times faster than before
- Quickly clean and disinfect common germ hot spots - office keyboards, phones and mice

View Full Product Details

Remove from Cart

Terms and Conditions

The tax shown is estimated. Your Order Confirmation Email will include shipment details, product availability and estimated tax. If you are a tax-exempt customer please see our Tax-Exempt Information. Important information concerning coupons and sales tax and our return policy.

Not responsible for typographical errors. Our prices may vary from store and catalog prices. Not all items available. We reserve the right to limit quantities, including the right to prohibit sales to resellers.

ORDER SUMMARY

Items (12):	\$1509.48	Remove from Cart
Add Coupons:	--	
Subtotal:	\$1509.48	
Shipping:	FREE	
Pre-Tax Subtotal:	\$1509.48	

Tax 143.40

CONSIDER BEFORE CHECKOUT!

## Reg. No.

District

9/12/2018

Date \_\_\_\_\_

Purchasing Office Use Only

(If Fixed Asset, Room # Required)

W# (if known):

# Uline

SEP 25 2018

## Labor/Installation

TOTAL 1374.48

Division Dean Signature

~~For President Signature~~



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**customer.service@uline.com**

## PRICING REQUEST

REQUEST # WB97710060-1

**Thank you for your interest in Uline!**

**PROVIDED TO:** LAS POSITAS COLLEGE THEATER  
3000 CAMPUS HILL DR  
LIVERMORE CA 94551-7623

**SHIP TO:** LAS POSITAS COLLEGE THEATER  
3000 CAMPUS HILL DR  
LIVERMORE CA 94551-7623

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
11406645			MOTOR FREIGHT - DC LOGISTICS	09/14/18	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
6	CT	H-3184BL	ADDITIONAL BLACK WIRE SHELVES - 72 X 18" 2/BOX	89.00	534.00
3	EA	H-2425-63	BLACK WIRE SHELVING UNIT - 72 X 18 X 63"	207.00	621.00

SUB-TOTAL 1,155.00	SALES TAX 106.83	SHIPPING/HANDLING 112.65	TOTAL 1,374.48
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**NOTE:**