

INSTRUCTIONAL EQUIPMENT REQUEST

2018-2019

Internal Use
IE #: Fall-06
Total \$: _____

Requester Name: Titian Lish **Division Name:** Arts and Humanities

SUMMARY INFORMATION

Title of Item: Scene Shop Tools

Equipment Location Building: 4000 **Room:** Scene Shop Tool Room

Location Comments:

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:

Shop tools, batteries, and clamps for pre-existing and new equipment. We currently utilize many tools to complete shop work for our performing arts programs. The attached list is a collection of the current items needed for replacement in the shop.

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:

This request is less motivated by mandate and more motivated by our in development CTE program and the desire to train students on the most professional and efficient methods of scenic construction.

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.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

These products will support the Theater program technical theater courses (THEA 50/48/31) and the in CTE program in adequate training for the stage technician degree.

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

This equipment is not included in the program review. We primarily use our program review to address larger, more problematic concerns within the program and institution. We do address funding on a more general sense in the program review, but we don't specifically indicate itemized teaching supplies in the program review. However, the absence of the itemization does not make the need any less immediate.

SECTION 4: TEACHING AND LEARNING

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

As the classes often have 16+ students building projects simultaneously, it is imperative that we have the appropriate amount of resources available for all students to find success. It is incredibly difficult to organize a schedule of operational use around a small set of tools. This would allow students, while in groups, to all be working on the same projects at the same pace.

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

Students in the technical theater courses are expected to recognize and use backstage and shop terminology, tools, materials and techniques. In the professional world, this includes larger more complex machinery as well as small hand tools in the creation of scenic components for live performance.

Each academic year, this equipment will impact: ¹⁵ # 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.

Students in the technical theater courses are expected to recognize and use backstage and shop terminology, tools, materials and techniques.

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

Failure to train students on equipment ultimately would do a disservice to them in the long term as theater professionals. Additionally, lack of tools limits the progression the entire class can make, as all projects take longer with fewer materials.

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

What is the potential life span of the requested equipment?

Careful maintenance can support the long term use of many shop tools and items. But ultimately, like many different pieces of lab equipment across the campus, the long term life span depends on the students use and their careful maintainace and storage.

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

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.

Some of this equipment replaces old - most notably the battereis. All cordless batteries eventually stop holding charge, and so there is a some recycling there. For the cordless brad nailers, for instance, these will become and additional tool with the corded materials. So there is some degree of replacement and upgrade throughout the request. Nothing, other than old batteries, is being retired.

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.)

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

These tools do not necessarily meet sustainability efforts, but they are a part of the normal instructional necessities for shop classes.

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	1,029.62	
Taxes (9.5%)	102.90	estimate
Shipping or Delivery Charge	10.24	
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount	10.24	
Grand Total:		\$ 1,132.52

*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 Gen Fund Program Operating supplies

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Mike Rinaldi

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: Varies by tool

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:


Requester

9/12/18
Date

IT Department (if required)

Date


Dean/Manager

9/21/18
Date


Vice President

9/27/18
Date

RECEIVED

SEP 25 2018

VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

Req. No. _____

Chabot-Las Positas Community College District

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):
Home Depot

[illegible]

Notes:

Shipping/Handling

Tax 102.9

Labor/Installation

Account #:

TOTAL 1132.52

F.O.B.	Terms	Quote
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**Business
Office**

Signature

Division Dean Signature

Vice President Signature

Shopping Cart






FREE Shipping on eligible items. [See Details](#)

[Share Your Cart](#)

[Check out Now](#)

— or —

Check out with **PayPal**

Item	How To Get It	Qty	Item Total
 <p>Ryobi 18-Volt ONE+ Cordless Fixed Base Trim Router (Tool Only) with Tool Free Dep... Model #P601</p>	<input checked="" type="radio"/> Ship to Home FREE Estimated Arrival: Sep. 13 <input type="radio"/> Pick Up In Store Today <input type="radio"/> Express Delivery From Store	<input type="text" value="2"/> \$69.00/Item	\$138.00
<div>  <p>LET'S PROTECT THIS. Include a 2-year Home Depot Protection Plan for \$12.00 /each If we can't repair it, we'll replace it! Learn More</p> </div>			
 <p>Ryobi 18-Volt ONE+ Cordless Brushless 7-1/4 in. Circular Saw (Tool Only) Model #P508</p>	<input checked="" type="radio"/> Ship to Home FREE Estimated Arrival: Sep. 13 <input type="radio"/> Pick Up In Store Today <input type="radio"/> Express Delivery From Store	<input type="text" value="1"/> \$119.00/Item	\$119.00
<div> See Details </div>			
<div>  <p>LET'S PROTECT THIS. Include a 2-year Home Depot Protection Plan for \$18.00 /each If we can't repair it, we'll replace it! Learn More</p> </div>			
 <p>Ryobi 18-Volt ONE+ 6-Port Dual Chemistry IntelliPort Super Charger with USB Port Model #P135</p>	<input checked="" type="radio"/> Ship to Home FREE Estimated Arrival: Sep. 13 <input type="radio"/> Pick Up In Store Today <input type="radio"/> Express Delivery From Store	<input type="text" value="2"/> \$59.00/Item \$79.00/Item Save 25%	\$118.00

[Save to Favorites](#) | [Remove](#)

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[Add Plan](#)



Include a 2-year Home Depot Protection Plan for \$12.00 /each
If we can't repair it, we'll replace it! [Learn More](#)

Add Plan



Ryobi 18-Volt ONE+ Cordless AirStrike 18-Gauge Narrow Crown Stapler (Tool-Only)
Model #P360

- ☒ Ship to Home **FREE**
- Estimated Arrival:
Sep. 13
- ☐ Pick Up In Store Today
- ☐ Express Delivery From Store

2

\$278.00

\$139.00/Item

Save to Favorites | Remove



Include a 2-year Home Depot Protection Plan for \$18.00 /each
If we can't repair it, we'll replace it! [Learn More](#)

Add Plan



TEKTON 24 in. Ratchet Bar Clamp / 30 in. Spreader
Model #39184

- ☒ Ship to Home **FREE**
- Estimated Arrival:
Sep. 19
- ☐ Ship To Store

6

\$79.62

\$13.27/Item

Save to Favorites | Remove

[See Details](#)



Ryobi 18-Volt ONE+ Lithium-Ion High Capacity LITHIUM+ 4.0 Ah Battery 2-Pack
Model #P122

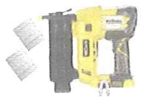
- ☒ Ship to Home **FREE**
- Estimated Arrival:
Sep. 13
- ☐ Ship To Store
- ☐ Express Delivery From Store

2

\$198.00

\$99.00/Item

Save to Favorites | Remove



Ryobi 18-Volt ONE+ Cordless AirStrike 18-Gauge Brad Nailer (Tool-Only) with (500)...
Model #P320

- ☒ Ship to Home **FREE**
- Estimated Arrival:
Sep. 13
- ☐ Pick Up In Store Today
- ☐ Express Delivery From Store

1

\$99.00

\$99.00/Item

Save to Favorites | Remove



Include a 2-year Home Depot Protection Plan for \$12.00 /each
If we can't repair it, we'll replace it! [Learn More](#)

Add Plan

Need Help?

See our online FAQs or phone us

Subtotal

\$1,029.62

Discount

-\$10.24

Online Customer Support:1-800-430-3376

Major Appliances:1-877-946-9843

Custom Blinds:1-800-658-7320

Call 7 days a week - 6 a.m. to 2 a.m. EST

Estimated Shipping*

\$10.24

Sales Tax (determined in later step)

Total

\$1,029⁶²

You Saved

\$40.00

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* Shipping and delivery charges are calculated at the lowest rate available. Other methods will be viewable on the next page.

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