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MTSU Clean Energy Initiative Project Funding Request

There are five (5) sections of the request to complete before submitting. See <http://www.mtsu.edu/~sga/cleanenergy.shtml> for funding guidelines. Save completed form and email to cee@mtsu.edu or mail to MTSU Box 57.

1. General Information	
Name of Person Submitting Request Ray Wiley	
Department/Office Campus Recreation	Phone # (Office) 898-5701
MTSU Box # 556	Phone # (Cell) 615-785-7805
E-mail ray.wiley@mtsu.edu	Submittal Date 2-18-2013

2. Project Categories (Select One)	
Select the category that best describes the project.	
<input type="checkbox"/> Energy Conservation/Efficiency	<input checked="" type="checkbox"/> Sustainable Design
<input type="checkbox"/> Alternative Fuels	<input type="checkbox"/> Other
<input type="checkbox"/> Renewable Energy	

3. Project Information
a. Please provide a brief descriptive title for the project.
b. The project cost estimate is the expected cost of the project to be considered by the committee for approval, which may differ from the total project cost in the case of matching funding opportunities. Any funding request is a 'not-to-exceed' amount. Any proposed expenditure above the requested amount will require a resubmission.
c. List the source of project cost estimates.
d. Provide a brief explanation in response to question regarding previous funding.
3a. Project Title Electronic Communication and Storage Tablets
3b. Project Cost Estimate \$1,698.00
3c. Source of Estimate Dell
3d. If previous funding from this source was awarded, explain how this request differs? n/a

4. Project Description

(Completed in as much detail as possible.)

- a. The scope of the work to be accomplished is a detailed description of project activities.
- b. The benefit statement describes the advantages of the project as relates to the selected project category.
- c. The location of the project includes the name of the building, department, and/or specific location of where the project will be conducted on campus.
- d. List any departments you anticipate to be involved. Were any departments consulted in preparation of this request? Who? A listing may be attached to this form when submitted.
- e. Provide specific information on anticipated student involvement or benefit.
- f. Provide information for anticipated future operating and/or maintenance requirements occurring as a result of the proposed project.
- g. Provide any additional comments or information that may be pertinent to approval of the project funding request.

4a. Scope: Work to be accomplished

We are requesting these tablets to improve the efficiency of our student staff while on duty. Specifically, this project will save our department money by reducing paperwork and storage space. Additionally, this project will allow us to improve communication by allowing our student supervisors to take pictures of damaged equipment and/or facilities and submit them electronically. We will be able to eliminate volumes of file space by storing guest pass information electronically.

4b. Scope: Benefit Statement

This design will allow us the opportunity to improve the efficiency of our guest pass system and allow us to save money by reducing the amount of copies made. This will improve efficiency and convenience for our patrons and our staff.

4. Project Description (continued)
<p>4c. Location of Project (Building, etc.)</p> <p>This project is for the electronic tablets to be used at Campus Recreation. One tablet would always be scheduled for use at our front entrance. If approved by IT, student staff will be trained on receiving electronic signatures for daily guest passes. These would be filed daily and allow us quick access in the event that we need this information. The second location would be with our floor supervisors, who are students in leadership positions that are responsible for maintaining the facility and supervising student staff when full-time staff are not available. Their duties require hourly counts of participants in the facility, equipment damage reports, daily reports, and cleanliness reports. Additionally, full-time staff will use the tablets to record performance notes for student staff and for student staff evaluations each semester. Each of these reports will be converted to electronic media, which will allow our staff to help us save paper, improve communication, and store files electronically.</p>
<p>4d. Participants and Roles</p> <p>The Ohio State University currently uses a tablet for all paper forms, including lost and found archives. Purdue University's intramurals department uses a tablet to input stats directly and immediately.</p>
<p>4e. Student participation and/or student benefit</p> <p>This will allow our students the opportunity to gain valuable experience and improve efficiency for our department. Students will be the main people using this equipment each day. This will allow them to communicate more efficiently with the facility's graduate assistant and professional staff.</p>
<p>4f. Future Operating and/or Maintenance Requirements</p> <p>These tablets will need to be registered with our ITD department in order to qualify for needed updates and preventive maintenance. Applications or documents will also be needed to be created for forms. Additionally, Microsoft Office will need to be purchased (price included in estimate).</p>
<p>4g. Additional Comments or Information Pertinent to the Proposed Project</p> <p>It is our goal to improve the efficiency of our department through the use of electronic tools. This project will allow us to save our department money and become more environmentally friendly by reducing our dependency on paper products. Additionally, it will improve communication by allowing our student leaders to photograph and email maintenance concerns while they are making rounds in the facility.</p>

<p>5. Project Performance Information</p> <p>Provide information if applicable.</p> <ol style="list-style-type: none"> Provide information on estimated annual energy savings stated in units such as kW, kWh, Btu, gallons, etc. Provide information on estimated annual energy cost savings in monetary terms. Provide information on any annual operating or other cost savings in monetary terms. Be specific. Provide information about any matching or supplementary funding opportunities that are available. Identify all sources and explain.
<p>5a. Estimated Annual Energy Savings (Estimated in kW, kWh, Btu, etc.)</p> <p>The tablets will reduce the cost of recycling and paper wastage. Estimated 3,000 sheets per year.</p>
<p>5b. Annual Energy COST Savings (\$)</p> <p>For every sheet of paper wasted, approximated \$0.06 lost. Approximately \$180.00 annually.</p>
<p>5c. Annual Operating or Other Cost Savings. Specify. (\$)</p> <p>The tablets will improve use of student staff and floor supervisors' time. Currently: Daily counts = 5-10 min. per hourly count. Semesterly evaluations = 10-15 min. x ~200 staff. Performance notes = 3-5 min. x ~12 per week. Accident/incident forms = 10-15 min. Less time filling out forms by hand in the office will result in immediate submissions and improve use of the student staffs' time.</p>
<p>5d. Matching or Supplementary Funding (Identify and Explain)</p> <p>n/a</p>