



Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2022

Department should complete one form for each individual request

Department:

Memorial Student Center

Program, Service or Operation Requested:

Lost and Found Door Replacement

General Description:

This request is to fund the removal and replacement of the door to the first floor lost and found drop office in the MSC.

Request Type:

Full Increase One-Time Partial/Matching

Type of Funds Requested:

UAF Other

General Questions

How does this address an important need and/or positively impact students?

Lost and Found is a key service the MSC provides to students. Our central repository and connection point on the first floor of the MSC lacks a proper barrier to keep unauthorized people from ready access to storage when making claims or dropping off items with our student workers. A redesigned entry door will greatly enhance security as well as assure social distancing to protect our student workers from harm and protect lost and found items until they can be returned to the property owners.

What department/Division strategic plan item does this support?

While the lost and found service supports several portions of the division and departmental strategic plans, adding this split door will support student well-being through improved risk management and ensure future effectiveness by decreasing the potential for loss of lost and found property items and increasing the likelihood of the timely return of lost items to the owners.

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.

A bid was recently acquired from SSC to remove the existing service door and install in its place a split “dutch” door that will allow for the lower portion to remain locked while the upper portion is opened to allow controlled interaction between student workers and the public. This estimate totaled \$4,593.33.

What actions have you implemented or discontinued internally to address the identified need?

We have installed signs and visual markers to try and keep the public outside of the doorway, but this has limited success and does nothing to limit the potential for intentional unauthorized entry.

If funding is granted, what metrics will you use to evaluate success of this program/service/operation?

Metrics are already collected to track property routing through the lost and found system. Management monitoring will ensure compliance with risk limited procedures once the door can be installed.

Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.

The MSC considered moving one split door from another area of the MSC that is not being utilized. The cost of “swapping” this existing split door out with the standard door from lost and found was greater than the cost of having a new door installed.

Total Estimated Cost

Funding Description	Amount
Split Security Door for Lost and Found	\$4,600
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$4,600