

TO: The chairman of ADV Department

From: Alina Kong

Subject: lockers for ADV students inside of classrooms, 11<sup>th</sup> floor, NAMM building

Date: 04/29/2014

### Things need

As you walk around the campus of City Tech, you will notice that City Tech has almost everything that can satisfy students' needs. Cafeteria for dining, library for studying, lab room for accessing computer and printing, and different departments for different needs.

Anything needs in City Tech? Yes, The lockers. The place that students can put their heavy stuff in it. There are few lockers in quantity in City Tech. There are only two programs that have lockers, the nursing program and hospitality management. ADV students need some of the lockers as well. I would like to make a proposal to build lockers for ADV students inside of classrooms in 11<sup>th</sup> floor, NAMM building.

### Reasons for lockers for ADV students

Considering the expense problem, I am only making proposal to build lockers for ADV one department, which also represents the students who make design like me. The school should provide a better environment for the students, so the students are able to learn under a comfortable, happy environment. Being an ADV student, it's both a happy and unhappy thing. Our field is most about designs. Our courses require us to have many art supplies for different projects that we need to work on. Therefore, we need to carry a lot of art supplies in the school. It is a burden for ADV students to carry that many supplies. Especially when there is no more available elevator that you have to climb the stair from bottom to the top, because the ADV department is located on the highest floor of the NAMM building. It is so necessary for ADV students to have lockers. Besides putting art supplies there, you also can put your coat, textbooks those heavy stuff there. You don't have to worry that you will lost your stuff when you carry it from one place to another.

### The cost of lockers

The cost of lockers is between \$4000-5000. For the purchasing of the lockers. Let's purchase 160 lockers. It will be rectangular group lockers that made of metal. Place those 160 lockers in 8 rooms in 11<sup>th</sup> floor. 20 lockers in each room. Each room is going to cost \$500. 8 rooms will be \$4000. There is also the shipping and handling fees, about \$500. The total cost will close to \$5000. It does cost some money to build lockers. But it's worth it. Students can learn in a better environment and perhaps perform better in return. I hope that you can consider this proposal and making recommendation to the school to adapt it.

Sincerely,  
Alina Kong