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| <b>Name:</b>              | <b>Capital Renewal Submission, Prioritization and Approval</b> |
| <b>Policy Number:</b>     | 3-5001   |
| <b>Origin:</b>            | Facilities Management  |
| <b>Approved:</b>          | April 2007   |
| <b>Issuing Authority:</b> | Senior Director, Facilities Management                         |
| <b>Responsibility:</b>    | Manager, Projects and Facilities Planning                      |
| <b>Revision Date(s):</b>  | June 2013, June 1, 2015  |
| <b>Effective Date:</b>    | June 1, 2015   |

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Policy:

The development of the campus shall follow the Board adopted Campus Master Plan which guides the physical evolution of the campus by identifying opportunities for the new buildings and open spaces. It does not prescribe growth.

Facilities Management and the Department proposing the project shall apply the principles and guidelines of the Campus Master Plan to develop the project at all stages.

Facilities Management shall coordinate the planning and implementation of changes and additions to the campus and buildings in cooperation with Senior Administration.

Deviations from the Master Plan shall require EMG approval.

Facilities Management shall coordinate the capital budget process for new buildings, additions to buildings, changes to the campus grounds, alteration and renovation projects and maintenance projects.

Procedures:

1. Departments shall submit all project requests to Facilities Management through their Senior Administrator. Financial Services shall coordinate the annual requests for alteration and renovation projects through the budget process and provide the information to Facilities Management.
2. Facilities Management shall review the requests with the appropriate Senior Administrator and develop a site plan and / or concept plan that meets the requested needs and stays within the guidelines of the Campus Master Plan. This will involve concept development of the space, building and grounds, and development of a cost estimate. The proposal shall be submitted to the EMG through the VP, Finance & Administration for review and approval.

3. Historical Funding available for alteration and renovation projects, and maintenance projects:

|                                     |                 |
|-------------------------------------|-----------------|
| Facilities Management (Campus)      | \$600,000       |
| Facilities Management (Renewal Fee) | \$2,000,000     |
| Residence                           | \$550,000       |
| Recreation                          | <u>\$85,000</u> |
|                                     | \$3,235,000     |

4. Facilities Management shall develop and maintain a capital renewal plan to assist in the appropriation of available funding.
5. Prioritization of Historical Funding - Projects will be categorized and prioritized by the Senior Director, Facilities Management with input from Senior Administrators. The emphasis will be placed on safety and operation. Prioritization of funding will consider the following:
- Safety/Air Quality Issues
  - Maintenance and Operation
  - Upgrade Teaching Areas
  - Efficiency Reorganization
  - New Programs

6. Approval Process for Historical Funding

The prioritized list will be submitted to the VP Finance & Administration for review. The VP Finance & Administration will submit the list to EMG and the President for approval. The list may be adjusted to reflect overall university priorities.

The VP Finance & Administration will submit the capital list to the Property Committee for review and incorporation into the budget process.

Changes due to emergency needs or changing priorities shall be recommended by the Senior Director, Facilities Management and approved by the VP Finance & Administration with appropriate consultation if the overall budget is not affected. Increased budget requirement shall be approved by the President.