



University Architect & Associate VP Policy & Procedure #16

TITLE: ANNUAL MINOR PROJECT FIXED CAPITAL OUTLAY

OBJECTIVE AND PURPOSE: To provide a process for ongoing monitoring and management of the Annual Fixed Capital Outlay Appropriation for remodeling/renovation/infrastructure.

RESPONSIBILITY: **ACTION**

- UNIVERSITY ARCHITECT & ASSOCIATE VP**

 - ◆ Annually prepare/initial a list of proposed projects for the expenditure of the annual appropriation for review and approval by the University Architect and Vice President. The Minor Project list will include priority consideration for:
 - a) Life Safety corrections
 - b) ADA corrections
 - c) Deferred maintenance
 - d) Capital revenue
 - e) Infrastructure
 - f) Capital improvement
- UNIVERSITY ARCHITECT & VICE PRESIDENT**

 - ◆ Review proposed initial project list with University President approve and return an initialed copy to the Associate Vice President.
- UNIVERSITY ARCHITECT & ASSOCIATE VP**

 - ◆ Day to day manage the Minor Project FCO and in consultation with the University Architect & Vice President, make any adjustments/additions/deletions of projects as necessary to accommodate the demand for improvements needed to maintain or enhance the constructed environment.

Issued By: Donaudy	Date Issued: 2/03	Date Revised:	Effective Date: 2/2003
APPROVED:	Vice President	Associate V.P.	N/A Director