



Facilities Management Policy & Procedure #19

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 (FCO) Appropriation for remodeling/renovation/infrastructure.

ACTION

RESPONSIBILITY:

EXECUTIVE DIRECTOR FACILITIES MANAGEMENT

- ◆ Annually prepare/initial a list of proposed projects for the expenditure of the annual appropriation for review and approval by the Vice President Financial Affairs. The Minor Project list will include priority consideration for:
 - a) Life Safety corrections
 - b) ADA corrections
 - c) Deferred maintenance
 - d) Capital renewal
 - e) Infrastructure
 - f) Capital improvement
- ◆ Review proposed initial project list with Vice President Financial Affairs to obtain approval.
- ◆ Day to day manage the Minor Project FCO and in consultation with both the DCS Director and Sr. Accountant, make any adjustments, additions, and/or deletions of projects as necessary to accommodate the demand for improvements needed to maintain or enhance the constructed environment.

Issued By: Dashtaki	Date Issued: 9-30-2014	Date Revised:	Effective Date: 9-30-2014
APPROVED:			N/A
	Vice Pres. Admin Affairs	Executive Director	Director