



## University Architect & VP for Facilities Policy & Procedure #22

**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.

**ACTION**

**RESPONSIBILITY:**

**UNIVERSITY ARCHITECT & VICE PRESIDENT FOR FACILITIES**

- ◆ 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 (UAVP). 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
- ◆ Review proposed initial project list with University President to obtain approval.
- ◆ Day to day manage the Minor Project FCO and in consultation with both the Director of Facilities Planning 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: Donaudy Capeletti	Date Issued: 2/03	Date Revised: 11/2010	Effective Date: 2/2003
			<b>N/A</b>
APPROVED:	Vice President	Associate V.P.	Director