



# Administrative Procedure

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**Subject:** CAPITAL OUTLAY PROJECT REQUESTS

1.0. PURPOSE:

To establish the procedures for preparing and submitting capital outlay project requests.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including auxiliary units.

3.0. REFERENCES:

- 3.1. State Administrative Manual (SAM), Section 6103.
- 3.2. State University Administrative Manual (SUAM), Sections 9000 through 9999.
- 3.3. Office of the Chancellor Memorandum, PPD 74-47.
- 3.4. California State University, Los Angeles, Resource Allocation Plan.
- 3.5. Cal State L.A. Administrative Procedures, Subjects: Campus Physical Planning Committee and Special Repair Project Requests.

4.0. POLICY:

- 4.1. University - Matters related to the University Master Plan and to capital outlay for buildings, capital outlay equipment and minor construction shall be reviewed for need and priority by the Campus Physical Planning Committee.
- 4.2. Auxiliary Organizations
  - 4.2.1. Matters related to an Auxiliary organization physical master plan shall be reviewed and approved by the organization's Board of Directors and the University Office of Administrative Management and Services prior to submitting the recommendation of the Campus Physical Planning Committee to the President.

**Approved:**

**Date:**

4.2.2. There must be consultation, written notification, and approval of the project from the Chancellor's Office of Auxiliary and Business Services prior to implementation.

5.0. DEFINITIONS:

5.1. Capital Outlay Projects - Projects designed to correct deficiencies, provide new or improved facilities, and provide equipment for new or improved facilities and new programs.

5.1.1. Minor capital outlay projects are construction projects including new construction, substantial alteration, extension or betterment of existing structures, estimated to cost more than \$2,000 and less than \$200,000. Equipment for each project may be included within the \$200,000 limit.

5.1.2. Major capital outlay projects are those in excess of \$200,000.

5.1.3. Projects not included in the capital outlay program:

- a. Repair and replacement projects funded by the support budget (less than \$2,000).
- b. Kiosks.
- c. Projects related to cafeterias, parking lots dormitories or health centers (Non-state funds).
- d. Marquees or signs for campus activities.
- e. Equipment for expanding programs.
- f. Equipment for new degree programs not yet approved by Academic Planning.
- g. Baseball dugouts.

5.2. Justification Statement - Detailed statement to accompany capital outlay project requests intended to provide substantive information which will facilitate the review process and the establishment of campuswide priorities. Elements to be included in the justification statement are:

5.2.1. Effect of the project on future enrollment growth within the Department, School, University, and/or Auxiliary organization.

- 5.2.2. Effect of the project on an instructionally impacted program.
- 5.2.3. Effect on an instructional program or the sponsoring department if the project is not implemented.
- 5.2.4. Aesthetic impact, if any, of the project on the campus environment.
- 5.2.5. Desirability, if any, of a phased approach to the implementation of the project.
- 5.2.6. Contribution of the project to the elimination of a potential safety hazard.
- 5.2.7. Any limitation on current instructional programs which would be alleviated by implementation of the project.

6.0. RESPONSIBILITIES:

6.1. Requesting Units will:

- 6.1.1. Consult with the Director of Administrative Management and Services before making requests for major capital outlay projects.
- 6.1.2. Prepare project request forms PP&M 1/86 and PP&M 2/86 for minor capital outlay or special repair projects.
- 6.1.3. Route the request for review and approval to the School Dean or Senior Administrator.
- 6.1.4. Route the approved forms PP&M 1/86 and PP&M 2/86 to Plant Operations, specifying any special power requirements.
- 6.1.5. Prepare the justification statement to accompany the request.
- 6.1.6. Prepare a letter of transmittal to accompany requests intended to modify the utilization of space. Specify in the letter of transmittal the current usage and the intended usage of the space after modification.
- 6.1.7. Upon receipt of the preliminary cost estimate from Plant Operations, forward the request form(s), justification statement and letter of transmittal, if required, to Campus Development.

- 6.2. Requesting Auxiliary Organizations will:
- 6.2.1. Consult with the Director of Administrative Management and Services before making requests for major capital outlay projects.
  - 6.2.2. Prepare the capital outlay project request, including financial plan.
  - 6.2.3. Submit the project request, along with justification statement, to the appropriate Auxiliary Board of Directors for concurrence and approval.
  - 6.2.4. Transmit the request to the Director of Administrative Management and Services for review.
- 6.3. The Director of Administrative Management and Services will:
- 6.3.1. Review requests for physical feasibility and impact on existing structures and/or Master Plan.
  - 6.3.2. Prepare the annual State and Non-State Funded Capital Outlay program in accordance with established guidelines.
  - 6.3.3. Transmit requests to the Director of Financial Management and Services for budgetary review.
  - 6.3.4. Present requests to the Campus Physical Planning Committee.
  - 6.3.5. Coordinate plan preparation after projects are approved by Chancellor's Office.
- 6.4. School Deans and Senior Administrators will:
- 6.4.1. Review all project requests originating in their reporting units for minor capital and special repair projects.
  - 6.4.2. Determine the priority of the project requests preferred by the School, Library, or Administrative Unit using the following guidelines. Do not include safety-related items (Priorities 1 and 2) in the priority listing.  
  
Priority 1: Projects to correct life-threatening security/code deficiencies, to meet contractual obligations, or to reduce CSU legal liability.

Priority 2: Projects to meet retroactive code requirements which are not part of a statewide program or to correct other statewide program or to correct other health and safety deficiencies (includes handicapped accessibility).

Priority 3: Projects to maintain academic programs by ensuring continuation of current services or by reducing program deficiencies.

Priority 4: Projects to enhance academic programs by incorporating new or additional courses in campus curricula.

Priority 5: Projects to accomplish general improvements, including utility/site development and improvements to support facilities.

6.4.3. Rank projects within each priority category, except Priority Categories 1 and 2.

6.5. The Associate Vice President for Academic Affairs - Planning and Resources will review all requests involving capacity changes due to modifications in instructional or instructionally related space, e.g., lecture classrooms, teaching laboratories and faculty offices.

6.6. The Director of Plant Operations will:

6.6.1. Review construction project requests which are safety-related and include in the Minor Construction Safety Category (Priorities 1 and 2).

6.6.2. Review all requests for physical feasibility and impact on existing structures and utilities.

6.6.3. Obtain the approval of the State Fire Marshall, Public Health and/or Industrial Safety Departments, as required, on proposed construction projects.

6.6.4. Prepare preliminary drawings, as needed, and a preliminary cost estimate for the projects and return request forms to the originating department.

6.6.5. Forward safety-related project requests to Administrative Management and Services.

6.7. The Director of Administrative Management and Services will:

6.7.1. Review proposed projects for the following:

- a. Compliance with the capital outlay project definitions.
- b. Compatibility with the University Physical Master Plan.
- c. Physical feasibility.
- d. Effect of proposed space use changes relative to the University space use policy and space utilization.

6.7.2. Consult with the original architect and Plant Operations, as needed.

6.7.3. Transmit approved project requests to the Campus Physical Planning Committee for review, approval and assignment of recommended campus priority numbers.

6.7.4. Transmit capital project requests to the President with an executive summary.

6.7.5. Prepare the Capital Outlay Program for the campus in accordance with System guidelines.

7.0. PROCEDURES:

7.1. University Minor Capital Outlay/Special Repair Requests

7.1.1. Requesting departments will:

- a. Complete forms PP&M 1/86 and PP&M 2/86 for construction project requests.
- b. Forward request forms to the School Dean or Senior Administrator for review.

7.1.2. The School Dean or Senior Administrator will review requests and determine the preferred priority. Safety-related projects will be reviewed by Plant Operations but should not be included in the school/department priority ranking.

7.1.3. The Associate Vice President for Academic Resources will review requests involving space use or capacity changes in instructional or instructionally related space.

- 7.1.4. The School Dean or Senior Administrator will forward the construction request forms PP&M 1/86 and PP&M 2/86 to Plant Operations.
- 7.1.5. Plant Operations will:
  - a. Evaluate project requests for feasibility and safety and secure the required approvals from State agencies.
  - b. Prepare preliminary drawings, as needed, and preliminary cost estimates and return the requests to the originating departments or to Administrative Management and Services.
- 7.1.6. Requesting departments will attach the justification statement and the letter of transmittal, including priority ranking, to the request forms and forward to Administrative Management and Services.
- 7.1.7. Administrative Management and Services will review proposed projects, consult architects or Plant Operations, as needed, and forward approved requests to the Campus Physical Planning Committee.
- 7.1.8. Administrative Management and Services will forward the request package to the President with an executive summary.
- 7.1.9. The President will disseminate the request package to the Vice Presidents for review and final recommendations.
- 7.1.10. Following Presidential approval, the request package will be returned to Administrative Management and Services for submission in conjunction with the Capital Outlay schedule for the System.

7.2. Auxiliary Organization Capital Outlay Requests

- 7.2.1. The requesting Auxiliary organization will prepare the capital outlay project request and submit the request with financial plan to the Auxiliary Board of Directors for approval. Upon approval, the request will be forwarded to the University Director of Administrative Management and Services.
- 7.2.2. The Director of Administrative Management and Services will review the request for feasibility and impact on existing structures and/or the Master Plan.

7.2.3. The Director of Administrative Management and Services will include approved requests in the annual Non-State Funded Capital Outlay Program according to established guidelines and submit the plan to the Director of Financial Management and Services for budgetary review.

7.2.4. The Director of Financial Management and Services will review the project with the responsible Auxiliary organization managers and prepare an appropriate recommendation for Chancellor's Office review.

8.0. APPENDICES:

8.1. Remodel/Repair Projects Priority List, PP&M 1/86.

8.2. Remodel/Repair Proposal, PP&M 2/86.