

## Minor Renovation Policy

### I. Purpose

To provide guidelines for establishing internal orders for renovation, repair, and replacement projects estimated to cost less than \$100,000.

### II. Responsibilities

- A. Department
  - 1. Complete and submit work/project/estimate requests to either Facilities Management Campus (FMC) or Facilities Management Medical Center (FMMC).
- B. Facilities Management Campus (FMC)/Facilities Management Medical Center (FMMC)
  - 1. Perform estimates as requested.
  - 2. Promptly charge department for expenses incurred relating to project.
  - 3. Reconciliation of ledgers.
  - 4. Correspondence with department regarding project questions, issues, etc.

### III. Policy

The SAP PM module will be used by FMC and FMMC for renovation, repair, and replacement projects estimated to cost less than \$100,000 that are not funded by special state appropriations (e.g., deferred maintenance pools and state grants) or related matching funds (see Business Procedure Manual [E-3-1 Unexpended Plant Fund Policy](#)).

### IV. Procedure

- A. FMC or FMMC will perform renovations projects less than \$100,000.
  - 1. FMMC will perform work in medical center buildings.
  - 2. FMC will perform work in all other buildings.
- B. Projects to be performed by FMMC are initiated as follows:
  - a. If the project is expected to cost \$99,999 or less, complete and submit the online [Project Establishment Form](#). FMMC will return the estimate (scope and expected budget amount), instructions concerning how to proceed, and a copy of the [Project Establishment Form](#) to the requesting department.
  - b. To proceed with the work, the requesting department must obtain the authorization of the appropriate area Executive Vice President/Provost or their designee and return the form to FMMC.
- C. Projects to be performed by FMC are initiated as follows:
  - 1. If the project is expected to cost less than \$10,000 and the department does not require an estimate before work begins, complete and submit the Facilities Work Request Form and include "Estimate" in the description. The form can be found on the [Facilities Management](#) page.
  - 2. If the project is expected to cost between \$10,000 and \$99,999, or if the department would like an estimate on work expected to be less than \$10,000, complete and submit the online [Estimate Request Form](#).
    - a. FMC will return the estimate, instructions concerning how to proceed, and a copy of the [Project Establishment Form](#) to the requesting department.
    - b. To proceed with the work, the requesting department must obtain the authorization of the appropriate area Executive Vice President/Provost or their designee and return the form to FMC.
- D. On a weekly basis, FMC or FMMC, whichever is performing the work, will charge the designated cost center for expenses incurred.
- E. If a project estimated to cost less than \$100,000 exceeds the limit, the department

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managing the project must immediately notify Accounting and Financial Reporting Services. Depending upon the nature of the project and the new scope, Capital Assets Accounting may establish an unexpended plant fund WBS element (see Business Procedure Manual [E-3-1 Unexpended Plant Fund Policy](#)).

- F. Capital Projects Management Division administers feasibility studies regardless of the cost. To establish a feasibility study, contact Capital Projects Management Division.