

Appendix A
FACILITIES, INFORMATION TECHNOLOGY, AND TECH FEE REQUESTS
GUIDELINES FOR 2018-19

All facility and technology modifications require appropriate planning and funding. As projects will be competing for limited resources, they will be evaluated and prioritized. In order to receive the most favorable consideration, a complete project package is required. You will need to work with the Facilities and Information Technology departments to complete this package. This includes but is not limited to clear description of work, electrical/mechanical infrastructure analysis and cost estimate. More complex projects will require more time to complete the project package. Plan accordingly. Final prioritization will be determined by Cabinet with input from Facilities and Information Technology.

The attached forms are to be used to request planning, design, and construction services for projects estimated to be between \$2,500 and \$300,000 and for all technology requests. Please contact the Assistant Vice President for Facilities directly for any renovation or maintenance projects you think may exceed \$300,000. Please contact the Associate Vice President for Finance and Administration/Chief Information Officer for any technology projects you think may exceed \$300,000.

Consistent with prior year, funding for base academic equipment will be funded by the technology fee. The Associate Vice President for Finance and Administration/Chief Information Officer will be working with the Dean's Council on a spending plan. For 2018-19 requests, departments should submit base equipment requests that will be funded with the technology fee in this process.

Please refer to the following guidelines when completing your requests. These forms are provided to assist you.

1. Cabinet Officers are responsible to ensure that resource requests tie directly to the University's strategic goals and themes. The strategic goal(s) should be identified as part of the documentation submitted to the Budget Office (see project request form). The President and/or Cabinet Officers will prioritize projects according to recommendations from Facilities and Information Technology.
2. Funding Source (Column C)
 - a. **Auxiliary** – Funded by Dining and Conference Services, Residence Life or Student Memorial Center
 - b. **Carpet** – Funded by the Furniture and Carpet budget
 - c. **Department Carryover** – Funds transferred from year end carryover posted to Department, Dean, or Vice President
 - d. **Gift or Other** – Funds received from donor for given project or other sources such as Student Services, athletic camp accounts, etc.
 - e. **Operating Budget** – Funded through a reallocation of current year operating budget
 - f. **Project Funds** – Funded by Repairs and Renovations budget when appropriate
 - g. **Tech Fee** – Funded by Technology Fee budget
3. Requested Timeframe (Column J)
 - a. Please indicate the preferred time of year for the project to be performed. This will provide a mechanism for Facilities and Information Technology to schedule projects. Example: If a significant number of projects are requested during winter break, some may be deferred to another time.
4. Required for Accreditation (Column L)
 - a. If this request is required for accreditation, please be prepared to provide appropriate

documentation verifying this requirement.

5. Why is this needed (Column M)
 - a. **Aesthetic Improvement** – Campus beautification such as painting, resurfacing of wood floors and countertops, and other projects designed to improve campus image
 - b. **Function Issue** – Program growth (walls to improve space utilization issues or change office space), technology upgrade issues, deficiency reductions
 - c. **Health, Safety, and Code** – Issues where individuals are exposed to hazardous or potential threats to physical well-being
 - d. **Major Maintenance / Infrastructure** – Systems issues (heating, cooling, plumbing, electrical, etc.) and structural issues (roof repair, window replacement, etc.)
6. Why is this needed (Column M) – *To be used for Technology Requests only*
 - a. **Enhancements** – Building additional functionality on existing technologies
 - b. **Equipment / Software Replacement** – Request to replace equipment or software that is no longer supported or covered under maintenance
 - c. **New Technology** – Request for technology we do not currently have on campus

Additional Notes

Repairs and Renovations:

These requests should include projects estimated between \$2,500 and \$300,000. Projects below \$2,500 are addressed through a Resource Request or Work Order depending on circumstance. Projects exceeding \$300,000 are considered capital in nature and will be addressed through the University's capital project process.

Definitions of various project types:

- **Capital Projects** – projects exceeding \$300,000 *Any project determined to be capital in nature will be removed from the request list*
- **Minor Construction** – lower dollar projects that can be completed in a relatively short time period
- **Repairs and Renovations** – restoring or modifying existing systems, structures, etc.
- **Work Orders** – minor facilities requests requiring minimal time and very few resources such as hanging a painting, changing a lock, or repairing a hole in the wall
- **Space** – Existing space allocated to a department must be utilized as effectively as possible to support growth needs. Physical changes must increase efficiency, effectiveness, or functionality of existing spaces. Consideration will not be given to requests that significantly reduce the efficiency of space. Requests for new space assignments will be evaluated by Facilities with final approval granted by Cabinet.
- **Carpet** - Square footage will be determined upon discussion with Facilities.

Technology Fee Projects and Equipment:

Technology requests encompass projects that are funded by a variety of sources. Please remember to consider hardware related costs when requesting software and software upgrades. When considering new software purchases, be advised that you will need to plan for future year maintenance costs from operating budgets.