



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.36: Capital Improvement Program

DATE: April 10, 2008

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a procedure for requesting and receiving Capital Improvement Program (CIP) projects for consideration and inclusion on a priority list for Facility Allocation Council (FAC) funding consideration. This program allows department/college areas to request funding for special capital improvement projects in their respective areas.

REVIEW: This OP will be reviewed in June of even-numbered years by the managing director of Physical Plant with recommended revisions forwarded through the associate vice president for operations to the associate vice president/comptroller and then to the senior vice president for administration and finance.

POLICY/PROCEDURE

1. General

Capital Improvement Program (CIP) projects are entered, monitored, and updated by the assigned CIP administrator using the computer software program Access. New projects are assigned a seven-digit control number (XXXX000). Several project lists are available for the purpose of administrative management and submittal of the projects for possible funding.

2. Processing Minor, Intermediate, and Major CIPs for Facility Allocation Council Funding

- a. In April/May of each year the CIP administrator will contact and e-mail project listings to each of the pre-identified department/college areas, as listed in Attachment A, for them to review, initiate, and approve CIP project requests for their respective facilities.
- b. Included with the e-mail as attachments will be update instructions and three separate project listings in priority order of all existing CIP projects previously submitted by the assigned department/college areas. The three category project listings are:
 - (1) Minor construction or renovation (\$0 - \$50,000);
 - (2) Intermediate construction or renovation (>\$50,000 - \$300,000); and
 - (3) Major construction or renovation (>\$300,000).

Also included will be a reproducible blank CIP Submittal Form (Attachment B) to submit new projects.

- c. The annual CIP update requires the respective college/department areas to:

- (1) Review all lists and identify any projects that should be removed because they are completed, already funded, or no longer required. Update other projects, if required, due to changes in estimates, scope, etc.
 - (2) Prepare a new CIP Submittal Form (Attachment B) for any new project not already in the system. Each newly identified project will be annotated on the appropriate list, prioritized, and the file returned via e-mail to the CIP administrator.
 - (3) Prioritize all projects for each category list to include the new projects.
 - (4) Resubmit the CIP package with the revised listings to the CIP administrator by the due date on the e-mail call letter.
- d. Upon receipt of the revised department/college areas' projects lists, the administrator will update the CIP master project list by:
- (1) Properly coding all projects that were completed or funded;
 - (2) Deleting all projects recommended for cancelling (and concurred by the originator if the originator was a different source);
 - (3) Adding new projects, assigning CIP project numbers, entering project information, and assigning proper control codes;
 - (4) Updating any changes (estimates, descriptions, etc.) on existing projects;
 - (5) Entering department/college areas' priorities as indicated by project category; and
 - (6) Sorting all projects by building and editing for duplicate projects.

3. **Facility Allocation Council CIP Funding Procedures for Minor, Intermediate, and Major Projects**

Annually, the Facility Allocation Council (FAC) has a designated amount of funds to allocate for minor, intermediate, and major projects. Normally, funds are only available to address the minor and intermediate projects. The allocation is usually completed in October and November of each year. In preparation for the funding allocation, the following procedures are used to provide the FAC with the department/college areas' priority projects for their review and consideration:

- a. The CIP administrator will prepare and provide to the FAC a project book for each FAC member sorted by categories and grouped by department/college area identifier:
 - (1) Top five priorities for minor construction or renovation projects costing \$0 - \$50,000 and a consolidated list of all projects; and
 - (2) Top five priorities for intermediate construction or renovation projects costing >\$50,000 - \$300,000 and a consolidated list of all projects.
- b. The CIP administrator will prepare other designated project lists, as required, according to cost amounts, sorted and grouped by department/college area or priority.
- c. Depending on the amount of funds available, the FAC will identify and approve the individual projects based on the most current cost estimate.

- d. The FAC will appoint the appropriate project manager (normally Grounds Maintenance or Physical Plant) for each approved project.
- e. The project manager will have the responsibility to notify the requesting department/college area of the project approval, clarify project scope, and initiate design to develop a project estimate.
- f. The project will be returned to the FAC for further approval should the need arise for additional funding over and above that already approved, or if the scope of the project significantly changes from that approved by the committee.

[Attachment A: Capital Improvement Program College/Area Identifications](#)

[Attachment B: Capital Improvement Program Project Submittal Form](#)
