

## **TIER 3 PROJECT REQUESTS**

### **Guidance**

The annual Budget Meeting is an opportunity for colleges and departments to submit facility-related requests for assistance with partial or full funding for capital projects. The projects submitted through the Budget Meeting will assist in developing the Tier 3 budgeted facility related project list for the next 1 to 3 fiscal years.

Examples of projects that may be submitted by Colleges and departments include, but are not limited to, upgrades for offices, suites, clinics, centers, or undergraduate and graduate related study/work areas; campus infrastructure or facility repairs (ex: HVAC, plumbing, electrical, lighting or worn finishes), and exterior enhancements (ex: exterior lighting, outdoor seating, building access, or landscaping).

Any project funding allocated through the annual Budget Meeting is one-time project funding and may not include ongoing maintenance and/or support funding.

Capital project requests that fall under the Tier 3- Budgeted project designation ([New Project Process | Operations Division | TTU](#)) should be presented on a single slide during the College or departmental Budget Meeting. The funding request may be a partnership between college and/or central funding. These capital project requests will be reviewed and considered through the regular budget distribution process.

If a Tier 3 proposed capital project is approved, the requesting entity will be notified and asked to submit a project request, along with the approval documentation at ([TMA iServiceDesk - Texas Tech University-Physical Plant](#)).

Project approvals do not infer immediate project scheduling or funding and will be managed individually for each project within the Tier levels. Once the projects have been prioritized, the Operations Division will be in contact with the proposer to initiate next steps.