

CAPITAL BUDGET PROJECT REQUEST FORM as of 3 Jan 20 (page 1 of 3)

Please provide the following information regarding your project request:

Name: Chris Sampite Date: 2/5/2021
 Title: _____ Phone No: 5286
 Department: Facilities Email Address: csampite@centenary.edu

SCOPE:

Building and Room No (s): Campus Wide Deferred Maintenance Request

Briefly Describe Project: List of priority one and priority two deferred maintenance items, priority one items is being requested.

- Type of Project:** (check all that apply):
- Office Renovation
 - Classroom
 - Landscaping
 - Lab Renovation
 - Residence Hall
 - Building Repairs
 - Feasibility Study
 - IT
 - Deferred Maint.
 - Other (please describe) Campus wide reairs

SCHEDULING/COST:

Requested Completion Date: 05/31/2022 Est. Cost: 548,000

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt 2/5/2021 / Scott Merritt
For IT purchases
 Facilities Approval: Chris Sampite 2/5/2021 / Chris Sampite
Building renovations/modifications
 Department Head: _____ / _____ / _____
 Vice President: Robert Blue 2/5/2021 / Robert Blue

(Forward to VPFA@centenary.edu)
 Date of Cabinet Approval _____

F/O/A/P: _____

DocuSigned by: Robert Blue
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PROJECT REQUEST FORM (page 2 of 3)

Please provide the following additional information regarding your project

All new project requests must be approved by the Cabinet and be included in the FY 21 budget before work can begin.

To facilitate the project review process, the following questions in this two-page Appendix are now required to accompany all new Project Request Form (PRF) submissions. The Appendix is an opportunity for you to explain the significance and value of the project you wish to pursue for your Department. The questions listed below are questions that must be answered for each new PRF. Incomplete forms will not be included in the capital budget schedule.

If your answers are unable to fit in the space allotted below, please feel free to provide the information in a separate document attached with your PRF submission or in an email accompanying your submission.

Q1. What is the intended funding source of this project?

Capital Budget Funds Operating Budget Funds

Specify: Deferred Maintenance

Q2. What is your overall estimated cost for this project? If this PRF is for a preliminary/feasibility study for a larger project, please include your best estimate of what the larger project will cost. Please do *not* answer this question with "TBD" or "unknown" or "request an estimate" or a similar type of response. \$: 548000

see attached list

Q3. What is the academic need or business need that this project will fulfill?

Deferred maintenance items necessary to maintain the physical plant of our campus.

Facilities Director's Comments:

IT Director's Comments: NA

PROJECT REQUEST FORM (page 3 of 3)

APPENDIX

Please provide the following additional information regarding your project

Q4. What are the current limitations of the existing space? (In other words, why is this project request necessary?)
A growing backlog of critical maintenance would grow.

Q5. Why is it important that this project happen *this FY* (as opposed to happening in a future FY)?

to ensure integrity of campus facilities to avoid major failures that could shutdown some campus operations.

Q6. Does this project request support a new initiative, new position, or new employee? If yes, please briefly describe and include the names and positions of the new hires/candidates if known at this time.

No

Q7. If this project request is not approved, what effect will this have on your operation?

A growing backlog of deferred maintenance and potential failures.

Q8. Is this a one-time annual cost? YES NO If NO, will it require additional on-going annual funding and do you have those funds and VP support for those annual costs? YES NO



		Replace Fan Coil Units (4 per year)	\$	25,000	Replace old units
Hurley Hall		New HVAC	\$	30,000	Most critical item needed to continue use.
2910 Building		Elevator pits for Fit, Mickle and Rotary leaks	\$	10,000	Address water leaks in elevator pits.
Campus Wide		Replace/repair tile on Front Porch	\$	10,000	Replace broken tile.
Magale Library		Water proof exterior walls (French drain along front of building??)	\$	15,000	Water enters basement classrooms
Magale Library		Water Well Needed for irrigation to cut down water bill.	\$	25,000	Add well to reduce water and sewage bill.
Jones Rice			\$	237,500	
TOTAL:			\$	785,500	

Total:

\$ 785,500