

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: 1/6/2021
 Title: _____ Phone No: 5286
 Department: Facilities Email Address: csampite@centenary.edu

SCOPE:

Building and Room No (s): Hurley Hall 3rd Floor Renovations. Phase 1 request Abatement and Demo.

Briefly Describe Project: This request is for funds to demolish all building materials on 3rd floor in preparation of build back for program use.

- 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) _____

SCHEDULING/COST:

Requested Completion Date: 09/01/2021 Est. Cost: 196,620

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt 1/15/2021 Scott Merritt
For IT purchases
 Facilities Approval: Chris Sampite 1/6/2021 Chris Sampite
Building renovations/modifications
 Department Head: _____
 Vice President: Robert Blue 1/19/2021 Robert Blue

(Forward to VPFA@centenary.edu)

Date of Cabinet Approval _____

F/O/A/P: _____

DocuSigned by:
Robert Blue
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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: Capital Project Funds

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. \$: 196,620

Entire project cost is estimated at 1,391,128. Since the sound rooms are not part of the capital request process, phase 4a, 4b and 4c would not be apart of the capital request as it's part of donations request.

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

To update student practice rooms for Music which lacks technology needed for today's needs. The HVAC system does not work in most rooms due to age and building materials on the 3rd floor are a 1970's design and very outdated. space is tight in halls and practice rooms. The total project estimate includes a much needed elevator that will take up a small amount of space in a classroom and closet, reviewed this location with Corey.

Facilities Director's Comments:

IT Director's Comments:Need to ensure all required insurance is acquired by 3rd party.

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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?)

The Music department is unable to provide facilities needed to attract and teach students with the tools needed for today's music programs. Recruiting is also a challenge with our older facilities for Music.

Small rooms, heating and cooling issues, not accessible by wheelchair and practice rooms lacks technology needs for today's music learning.

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

To meet needed program improvements and to complete the demolition process in FY22.

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?
continued limitations for our music program.

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