

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

Please provide the following information regarding your project request:

Name: Rev. Lindy Broderick Date: 2/14/2020  
Chaplain & Director, CLC Phone No: 3188695112  
Title: Chaplain & Christian Leadership Center Email Address: lbroderick@centenary.edu  
Department: \_\_\_\_\_

### SCOPE:

Building and Room No (s): Brown Chapel, Small Side Chapel

Briefly Describe Project: Install shutters on the windows in the small chapel to match sanctuary

**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) Brown Chapel improvements

### SCHEDULING/COST:

Requested Completion Date: 08/24/2020 Est. Cost: 6,790

### AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/14/2020 / Scott Merritt  
For IT purchases  
Facilities Approval: Chris Sampite / 2/14/2020 / Chris sampite  
Building renovations/modifications  
Department Head: Mark Miller / 2/14/2020 / Mark Miller  
Vice President: Karen Soul / 2/14/2020 / Karen Soul

(Forward to [VPFA@centenary.edu](mailto:VPFA@centenary.edu))  
Date of Cabinet Approval \_\_\_\_\_

F/O/A/P: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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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 Budget 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. \$: 6,790

\*\* please see attached estimate

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

The need for this project is for the Small Side Chapel. Since we are having chapel service each week at 11:15am, we've noticed that the sun shines through the southern windows directly into the face of the person presiding and those sitting in the chapel. If we install shutters inside those windows, similar to the shutters on the windows in the main sanctuary, it will address those issues.

Facilities Director's Comments:

IT Director's Comments:

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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 existing windows in the small side chapel have no window coverings. See explanation of the need in Q3.

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

Now that we are having weekly chapel, this project is "glaringly" apparent! :-)

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?

If not approved, we'll carry on with the sun shining in our eyes during each chapel service.

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

