

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: 2/11/2020
Chaplain & Director, CLC Phone No: 3188695112
 Title: Chaplain & Christian Leadership Center Email Address: lbroderick@centenary.edu
 Department: _____

SCOPE:

Building and Room No (s): Smith Building, First floor

Briefly Describe Project: New carpeting for hall, classrooms and offices on first floor

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: 08/24/2020 Est. Cost: 21,800

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/14/2020 / Scott Merritt
DocuSigned by: Signature ID: 85E31449... Date Print Name
 For IT purchases
 Facilities Approval: Chris Sampite / 2/14/2020 / Chris sampite
DocuSigned by: Signature ID: 68A8D9A648F... Date Print Name
 Building renovations/modifications
 Department Head: Dean Mark Miller / 2/14/2020 / Dean Mark Miller
DocuSigned by: Signature ID: 45EED0774A2... Date Print Name
 Vice President: Karen Soul / 2/14/2020 / Karen Soul
DocuSigned by: Signature ID: 20E1B32484... Date Print Name

(Forward to VPFA@centenary.edu)

Date of Cabinet Approval _____

F/O/A/P: _____ / _____ / _____ / _____

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: Capital budget

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. \$: 21,800

* See attached estimate to replace the carpet on the first floor of Smith Building.

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

The Smith Building first floor sees quite a bit of traffic not only from students going to class but also using Kilpatrick Auditorium. The Smith Building is also frequently used as a rental property throughout the year. As a result, the carpet is heavily worn and stained with threads exposed and coming loose. The carpet in the hallway, classrooms and offices is quite worn and unsightly. It is time to make this building presentable so that we can continue to get many more years of use for students as well as for rental to community partners.

Facilities Director's Comments:

IT Director's Comments:

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?)
The existing carpet is used, worn, threadbare and stained.

[Empty text box for Q4 response]

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

This project is long overdue. Each year compounds the wear and tear. If we wish to continue to rent the space in Smith Building, we do need to replace the carpet.

[Empty text box for Q5 response]

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.

[Empty text box for Q6 response]

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

If this is not approved, the carpet in Smith Building will continue to deteriorate and grow even more pitiful.

[Empty text box for Q7 response]

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

