

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

Please provide the following information regarding your project request:

Name: Helen Sikes Date: 1/30/2020
 Title: Professor, Frost School of Bus Phone No: 5182
 Department: Office updates for Davis/Sikes Email Address: hsikes@centenary.edu

SCOPE:

Building and Room No (s): Jackson Hall Rooms 204 and 205 Offices of Barbara Davis Helen Sikes

Briefly Describe Project: replace carpet in our offices, paint walls and replace ceiling tiles

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: 07/31/2020 Est. Cost: 6000

AUTHORIZED SIGNATURES:

IT Related Approval: For IT purchases	<u>DocuSigned by: Scott Merritt</u>	<u>2/11/2020</u>	<u>Scott Merritt</u>
Facilities Approval: Building renovations/modifications	<u>DocuSigned by: Chris Sampite</u>	<u>1/30/2020</u>	<u>Chris sampite</u>
Department Head:	<u>DocuSigned by: Barbara Davis</u>	<u>1/30/2020</u>	<u>Barbara Davis</u>
Vice President:	<u>DocuSigned by: Karen Soul</u>	<u>1/30/2020</u>	<u>Karen Soul</u>

(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: funds can come from either source

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. \$: 6000

My guess is painting our two offices and replacing carpet will cost about \$6,000 for both offices. ceiling tiles should be onhand according to Chris Sampite.

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

I am afraid students and/or faculty will trip on the holes in the carpet. Besides being an eyesore, the carpet is threadbare in places and dry-rotted. Two other offices have been repainted and carpet replaced on this floor--I refer to those costs for information on the carpet selection and paint to match. The new offices look great--our offices look terrible with stains on the walls from the wallpaper paste peeking through and strings on the carpet. Nothing has been replaced in 32 years--It looks relatively good for 32 years but it is not what we want prospective students to see and guests to campus.

This would continue an effort update all areas in Jackson.

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?)

Two of the other offices on the floor have been updated and ours need updating in the worst way. Our offices are not comparable in aesthetics.

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

I'm afraid the holes in Dr. Davis' carpet will cause a snag on a heel of our shoes and the wallpaper in my office is spotted and blotched. The stains are progressively getting to be more visible.

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 new person--but it is disconcerting to know that any new people in our offices would get new carpet and paint when after 32 years, we cannot get office updates. We would really appreciate pleasing surroundings like we have enjoyed the past many years.

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

Might need some really good workmens comp insurance if we trip and fall and break a leg on the carpet holes. It seems silly to request this through the capital expenditures budget but for the past five years we have been told that this is not in the operating budget--try the capital projects fund--so we are respectfully requesting expenditures to bring our work spaces up to safety and visibly pleasing standards at a minimum.

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