

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

Please provide the following information regarding your project request:

Name: Christy wrenn Date: 1/14/2020 | 5:35 PM CST  
Director of Library Services Phone No: 8695057  
Title: \_\_\_\_\_  
Department: Magale Library Email Address: cwrenn@centenary.edu

### SCOPE:

Building and Room No (s): Magale Library  
All windows on the second floor of Library

Briefly Describe Project: Replace the window blinds on the SECOND floor of Magale Library

**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)      Replace the window blinds on Magale second floor.

### SCHEDULING/COST:

Requested Completion Date: 2021 Est. Cost: 10,252.89

### AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/11/2020 / Scott Merritt  
DocuSigned by: Signature ID: 85E31449... Date Print Name  
For IT purchases  
Facilities Approval: Chris Sampite / 1/30/2020 | 9:05 AM CST / Chris Sampite  
DocuSigned by: Signature ID: 68A8D9A648F... Date Print Name  
Building renovations/modifications  
Department Head: Chris Sampite / 1/29/2020 | 4:51 PM CST / Chris Sampite  
DocuSigned by: Signature ID: 50A8B9A648F... Date Print Name  
Vice President: Karen Soul / 1/30/2020 | 6:45 AM PST / Karen Soul  
DocuSigned by: Signature ID: 20E1B32484... Date Print Name

(Forward to [VPFA@centenary.edu](mailto: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: Presenting this project guided by Chris Sampite, Facilities Director

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. \$: 10,252.89

Not part of a larger project.

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

Replacement of the blinds in Magale Library was begun on the first floor in 2017-2018. Half would be done then, and the other half would be done when additional Capital Funds became available. All windows on first and second floors of Magale Library need to have window blinds that function to block out the possible heat and glare from the sun.

Good Project.

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 blinds that are being replaced on second floor are the original blinds installed in the building in 1963. The majority of the units are broken and can not be raised, lowered, opened, or closed; repairs cannot be done to correct any of these problems.

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

The first floor blinds were replaced two years ago. Replacement gave the first floor a much warmer lighting coming through the library windows, cutting down glare and making study more enjoyable for students.

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.

This project will not need support of a new position or new employee.

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

If the project is not approved for 2021, the price of blinds will just increase. In 2017 the cost for replacing the upstairs window blinds was quoted at \$7,409. The 2020 quote is \$10,252.89. Also students will continue to have blinds that cannot be closed or adjusted when the sun comes glaring in their study areas.

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