



MINOR CAPITAL IMPROVEMENT PROJECT APPROVAL FORM
for projects with total budget of \$35,001 - \$750,000

1. PROJECT DETAILS

Account #: _____ (Assigned by Plant Accounting)

Date Prepared: _____

Project Name: _____

Estimated Start Date: _____

Estimated Completion Date: _____

Department/VC Area _____

Authorizing Party (Vice Chancellor/Vice Chancellor Representative)

Name _____ Title _____

Signature _____ Date _____

Initiating Party (Dean, Provost, Department Head, MSO):

Name _____ Title _____

Signature _____ Date _____

Project Manager Contact Information:

Name _____ Title _____

Email _____ Phone _____

Project Management

Managing Department: SPACE PLANNING D+C FM Job/Work Order _____

2. PROJECT DESCRIPTION include a detailed description of the project. Attach additional documentation as necessary

Project Description:

PROJECT JUSTIFICATION include a detailed description of the project justification including alternatives considered and risks if investment is not made. Attach additional documentation as necessary

Justification
Alternatives Considered
Risks if Investment is not made



Capital Finance – Office of Planning and Budget

Project Location: _____

Room Number(s): _____

Project /ASF: _____

Project/GSF: _____

Capital Asset Account Number (CAAN): _____

Will the project involve or require the following:	Yes	No	Uncertain
Asbestos or Lead abatement?			
A change in space classification (e.g., office to lab)?			
Utility trenching?			
Installation of major Mech./Electrical Plumbing equipment?			
Modification/Installation of bldg. communication/EMS system?			
Project construction staging area?			
Private Use?			
Use of Architectural/Engineering Agreement?			

Property Address (only required if University leased/managed property)

Street Address _____

City _____ Zip Code _____

No. Parking Spaces Needed _____ No. Parking Spaces Provided _____

3. PROJECT COST ESTIMATE

	CIB Line Item	Dollars
1	Site Clearance (0)	
2	Construction (1)	
3	Exterior Utilities (2)	
4	Site Development (4)	
5	Professional Fees (5)	
6	Internal D+C, FM (6)	
7	Surveys/Tests/Plans/Specs (7)	
8	Special Items (8)	
9	Contingency (9)	
10	Moveable Equipment (3)	
	Total Project Cost (\$)	

4. PROJECT FUNDING SOURCES (Capital eligible funds only)

FUND NAME _____

FAU Information

Location	Account No.	Cost Center	Fund Number	Sub Account No.

5. FINANCIAL ANALYSIS (only required on revenue generating or cost efficiency projects, see instructions for further information)

Payback Period _____



Internal Rate of Return _____

Net Present Value _____

Other Ongoing Operating Costs _____

6. APPROVALS

Vice Chancellor - Planning and Budget

Signature _____

Date _____

Associate Vice Chancellor – Physical Operations

Signature _____

Date _____

Capital Finance Approval

Signature _____

Date _____

Project Manager (Facilities or Space Planning):

Signature _____

Date _____

Campus Fire Marshal

Signature _____

Date _____

A copy of RA Form managed by Facilities Management that involves building and code compliance issues, modification of major building systems, or fire/life safety issues, should automatically be sent to the Director of Construction Services. If conditional approval, please attach conditions to the R&A Form. It is the responsibility of the PM to ensure the conditions are met.



INSTRUCTIONS

Use of the UC Merced Renovations & Alterations (R&A) Form: Capital projects involve construction, renovation, or alteration of University owned or University controlled property and facilities, including leased/managed facilities which are coordinated through the Space Planning group. An R&A Form is required for 1) ALL Minor Capital Improvement Projects (\$35,001-\$750,000)

Funding: Minor Capital Improvement Projects are funded through a plant account established prior to the bid/award process. It is the responsibility of the originating department to confirm the eligibility of the fund source used to pay for the project.

Construction Management: All work is performed by and/or contracted through Facilities Management or Construction with the exception of leased/managed properties, in which it will be Real Estate Development.

To initiate a R&A Project or Minor Capital Improvement Project, please complete the form provided and submit it along with a floor plan to Capital Finance budget@ucmerced.edu

Special language/provision for off campus leases:

1) campus specifications for off campus leases (to be provided by the University to developer/owner or contractor) 2) requirement that building systems perform to University specifications

Consult with Project Manager as needed