

Purpose:

To provide guidelines for establishing Minor Renovation internal orders for renovations, repair, and replacement projects estimated to cost less than \$100,000.

Policy:

The job order billing system will be used for renovation, repair, and replacement projects estimated to cost less than \$100,000 that are not funded by special state appropriations (e.g. deferred maintenance pools, state grants) or related matching funds.

Procedure:

1. Renovation projects less than \$100,000 will be performed by one of the two Physical Plant Divisions.
 - Work to be performed in a [Medical Center Building](#) will be performed by Medical Center Physical Plant Division
 - Work to be performed in other buildings will be performed by Campus Physical Plant Division.
2. Projects to be performed by Medical Center PPD are initiated as follows:
 - If the work to be performed is a repair or replacement expected to cost less than \$10,000, complete and submit the online [Web Work Order Request](#) .
 - If the project will be a renovation, or a repair or replacement expected to cost \$10,000 or more, complete and submit the online form [MC PPD Project Request](#) .
 - i. The estimate, instructions as to how to proceed, and a copy of the Project Request Form - (IRIS) will be returned to the requesting department.
 - ii. The Project Request Form must be authorized by the appropriate area Executive Vice President/Provost or their designee and returned to MCPPD.
3. Projects to be performed by Campus PPD are initiated as follows:
 - If the project is expected to cost less than \$10,000 and the department does not require an estimate before work begins, complete and submit the online [Work Request](#) via the Web.
 - If the project is expected to be between \$10,000 and \$100,000, or if the department would like an estimate on work expected to be less than \$10,000, complete and submit the online [Estimate Request](#) via the Web.
 - i. The estimate, instructions as to how to proceed, and a copy of the [Project Establishment Form](#) will be returned to the requesting department.
 - ii. The Project Establishment Form must be authorized by the area Executive Vice President/Provost or their designee and returned to Campus PPD.
4. Projects will not be funded when established. Instead, an encumbrance will be placed on the departmental cost center. On a monthly basis, the cost center will be charged for expenses incurred. Separate encumbrances will be established for each project so that departments will be able to determine the status of each job from their monthly ledger sheets. Monthly billing statements will also be distributed.
5. If a project estimated to cost less than \$100,000 exceeds the limit, the department managing the project should immediately notify the Plant Fund Accountant in General Accounting. Depending upon the nature of the project and the new scope, the Controller's Division may establish an unexpended plant fund WBS element (see section E-3-1).
6. Feasibility studies are administered by Capital Projects Management Division regardless of the cost. To establish a feasibility study, contact Capital Project Management Division.