

Minor Renovation Policy

I. Purpose

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

II. Responsibilities

- A. Department
 - 1. Complete and submit work/project/estimate requests to appropriate Physical Plant Division.
- B. Physical Plant Division (PPD)/Medical Center Physical Plant Division (MCPD)
 - 1. Perform estimates as requested.
 - 2. Promptly charge department for expenses incurred relating to project.
 - 3. Reconciliation of ledgers.
 - 4. Correspondence with department regarding project questions, issues, etc.

III. Policy

The SAP PM module 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. (See Business Procedure Manual [E-3-1](#))

IV. Procedure

- A. One of the two Physical Plant Divisions will perform renovations projects less than \$100,000.
 - 1. Medical Center Physical Plant Division will perform work in medical center buildings.
 - 2. Campus Physical Plant Division will perform work in all other buildings.
- B. Projects to be performed by MCPD are initiated as follows:
 - 1. If the project is expected to cost \$100,000 or less, complete and submit the online form [MCPD Project Request](#).
 - a. MCPD will return the estimate (scope and expected budget amount), instructions concerning how to proceed, and a copy of the Project Request Form to the requesting department.
 - b. To proceed with the work, the requesting department must obtain the authorization of the appropriate area Executive Vice President/Provost or their designee and return the form to MCPD.
- C. Projects to be performed by Campus PPD are initiated as follows:
 - 1. 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.
 - 2. If the project is expected to cost 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.
 - a. PPD will return the estimate, instructions concerning how to proceed, and a copy of the [Project Establishment Form](#) to the requesting department.
 - b. To proceed with the work, the requesting department must obtain the authorization of the appropriate area Executive Vice President/Provost or their designee and return the form to PPD.
- D. On a monthly basis, the Physical Plant Division performing the work will charge the designated cost center for expenses incurred.

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- E. If a project estimated to cost less than \$100,000 exceeds the limit, the department managing the project must immediately notify the [Plant Fund Accountant](#) in Accounting and Financial Reporting Services. Depending upon the nature of the project and the new scope, Accounting and Financial Reporting Services may establish an unexpended plant fund WBS element (See Business Procedure Manual [E-3-1](#)).
- F. Capital Projects Management Division administers feasibility studies regardless of the cost. To establish a feasibility study, contact Capital Projects Management Division.