

**GENERAL INFORMATION AND  
ADMINISTRATIVE PROCEDURES  
ADMINISTRATIVE PROCEDURE**

**Procedure:** CAPITAL SPACE AND MAINTENANCE REQUESTS (AP-069)

**Contact:** Vice President College Services, Ext. 7238

- Purpose:**
1. To provide information and instructions for campus remodel and redesign requests.
  2. To ensure that requests are complete and evaluated for any potential impact on RCC long-range strategic plans and programs and have appropriate funding.

### **Campus Requests**

1. **Remodel Requests:** Construction projects that improve or enhance an existing facility costing less than \$75,000. Examples include, but are not limited to, removing or building a wall or inserting or removing windows. These projects can come from either the Department level or Executive Team (E-Team), with funding identified as campus capital maintenance funds or other funding such as department funds or grants.
2. **Redesign Requests:** Projects that involve redesigning an existing office space without construction. This could be rearranging of furniture layout, painting walls, replacing carpet, etc. These projects typically originate from the Department level, with funding identified as campus capital maintenance funds or other funding such as department funds or grants.

### **Facilities Requests**

1. **Capital Requests:** Projects which improve or enhance an existing facility, or construction of a new facility costing \$75,000 or more. Examples include construction, modular additions, and large building remodels. These projects are typically defined by E-Team and funding is determined by E-Team. Most funding for this type of request originates from Bond funds or State stipulated dollars.
2. **Major Maintenance Requests:** Projects that preserve or recondition a facility for its intended use, and do not change the use or increase the value of the building. Examples include air conditioning/heating systems repair, elevator repair, re-roofs, siding replacement, painting exterior, etc. These projects can come from either the Department level or E-Team, with funding identified as capital maintenance funds or other funding such as bond funds or grants, or even State Funds.
3. **Routine Maintenance Requests:** Requests that are not considered remodel or major maintenance requests. Examples include, but are not limited to, replacement of a broken window, replacement of light bulbs and other repairs needed to the infrastructure of a building. These projects typically originate from the Department level, with funding identified as facilities maintenance funds.

### **Administrative Procedure**

1. Remodel and redesign requests will be prioritized using criteria that are formulated by each Campus Ad Hoc team. Capital projects, major maintenance, and routine maintenance requests shall only be prioritized by College Services. All projects will receive final approval from E-Team.

2. Each Campus Ad Hoc shall create their own criteria for evaluation of requests, with consideration for the following:
  - Annually E-Team will provide each campus with funding for remodel and redesign requests.
  - Projects must be fully funded prior to the start of the project.
  - Projects must be completed no later than end of the fiscal year following the project start.
  - Unused funds will carry forward to future years.
3. Ad Hoc will forward project list to Facilities for Estimate of Cost.
4. Facilities Department will review the project:
  - Review for any elements that may not have been addressed in the request
  - Build estimate of cost including a 30% contingency for price changes or unforeseen expenses.
  - Returns documents to appropriate campus Ad Hoc Committee
  - Provide a timeframe of when the project can be completed
5. Campus Ad Hoc reviews project for reasonableness and continued approval. If project is approved, Ad Hoc forwards to E-Team. If project is rejected, requester is notified and no further action is taken.
6. E-Team will review and evaluate requests to ensure that:
  - The project is categorized properly.
  - All necessary information is provided, including project justification and conformance to department strategic facilities plans, if applicable.
  - The project does not conflict with other identified College strategic goals and plans.
  - Impacts on other College programs have been fully identified.
7. E-Team will return projects to the appropriate Ad Hoc team for prioritization.
8. At times, a project could exceed the available budget. If this occurs, the Campus Ad Hoc team must request additional funding from E-Team.