



**SIMON FRASER UNIVERSITY**  
**Policies and Procedures**

**Date**  
July 20, 1994

**Number**  
AD 13.02

**Revision Date**  
September 4, 2002

**Revision No.**  
A

## **Minor Capital Project Requests (Total Cost Over \$1500.00)**

### **Preamble**

This policy guides the administration of projects other than those funded from the Annual Capital Allowance (Policy AD 13-1). Funding for these projects can include research grants, operating budget, donations or other sources.

### **Policy**

1. Projects for construction, alteration or renovation of campus facilities will be administered by the Campus Planning & Development division of Facilities Management.
2. Departments requiring Facilities Management support for renovations, repairs, new installations or physical relocations for work deemed to be over \$1,500.00 in cost must complete a Project Initiating Form and forward it to Facilities Management.

### **Procedure**

**a. The requesting Department will:**

- i. initiate a Project Initiating Form, FAD 13-1, giving the project description and details;
- ii. forward the canary and white copies to Facilities Management. Retain the pink copy for the Department file.

**b. Facilities Management will:**

- i. register the Project Request number and forward a "Confirmation" copy to the originating Department;
- ii. provide a "Preliminary Estimate" ( $\pm 30\%$ ) for budget purposes only when the Department does not have the project funded (Appendix II b);
- iii. provide a "Final Estimate" ( $\pm 10\%$ ) only when the Department has project funding available; and
- iv. return the canary and white copies to the requesting Department with either the Preliminary or Final estimates.

**c. The requesting Department will:**

- i. write "Cancelled" in the "Estimate Approval" block if they do not wish the work to be done, and forward the canary and white copies to Facilities Management;
- ii.

**d. Projects for Action**

**The Finance Department will:**

- i. confirm the availability of the funds in the designated account;
- ii. set up a commitment against that account number;
- iii. sign the last line in the "Estimate Approval" block; and
- iv. forward the approved canary and white copies to Facilities Management.

**e. Facilities Management will:**

- i. complete all construction drawings, specifications, co- ordinate and schedule trades and take construction to completion;
- ii. inform the Finance Office of monthly charges.

**f. The Finance Office will:**

- i.