

RENOVATIONS & ALTERATIONS FORM

Please fill out form completely and attach floor plans/drawings before submittal. See full instructions on Page 2.

ORIGINATING DEPARTMENT:

Department/VC Area _____

Authorizing Party (Vice Chancellor/Vice Chancellor's Representative)

Note: This signature authorizes the project and the use of the fund source on the following page for the project cost indicated below.

Name _____	Title _____
Signature _____	Date _____

Initiating Party (Dean, Provost, Departmental Head, MSO)

Name _____	Title _____
Signature _____	Date _____

Contact Information (Departmental Contact)

Name _____	Title _____
Phone _____	Fax _____
Email Address _____	Mail Code _____

PROJECT MANAGEMENT:

Managing Department	FD&C <input type="checkbox"/>	FM <input type="checkbox"/>	Job/Work Order # _____
Project Manager (PM) _____			PM's Phone Number _____

PROJECT INFORMATION:

Facility Name _____	Room Number(s) _____
Project/Assignable Square Feet (ASF) _____	Project Cost _____
Capital Asset Account Number (CAAN) _____ <small>(Available on FacilitiesLink Web site)</small>	Plant Account _____ <small>(Provided by Capital Planning)</small>

Project Description (provide full description of the scope of work and attach existing AND proposed floor plans plus a layout of the entire floor)

Will the project involve or require the following:

- | | | | |
|--|------------------------------|-----------------------------|------------------------------------|
| Asbestos or lead abatement | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Uncertain |
| A change in space classification (e.g., office to lab) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Uncertain |
| Utility trenching | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Uncertain |
| Installation of exterior mechanical equipment | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Uncertain |
| Project construction staging area | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Uncertain |
| Use of Federal funds | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Uncertain |

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

Street Address _____

City _____

Zip Code _____

Parking Spaces Needed _____

Parking Spaces Provided _____

FUNDING INFORMATION: (Note: Up to \$100,000 of 19900 funds may be used for state supportable programs and Contract and Grant funds (69750) are prohibited for use on construction projects exceeding \$35,000.)

Fund Source Name _____

Index	Fund	Organization	Program	Account

REVIEW/APPROVAL (Customer: do not complete):

Real Estate Development

Signature* _____

Date _____

Physical Planning

Signature* _____

Date _____

Environment, Health & Safety

Signature* _____

Date _____

Facilities Management

Signature* _____

Date _____

Facilities Design and Construction

Signature* _____

Date _____

*If conditional approval, please attach conditions to the R&A Form. It is the responsibility of the Project Manager to ensure the conditions are met.

INSTRUCTIONS

Use of the 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 Real Estate Development. An R&A Form is required for 1) ALL Minor Capital Improvement Projects (\$35,001-\$400,000) and 2) Renovations & Alterations Projects (\$35,000 or less) when the project entails one or more of the following categories:

- Any change to external aesthetics
- Change in space classification (e.g., from classroom to office, conference to laboratory, etc.)
- Subdivision or enlargement of space
- Change of space allocation from one department to another
- Modifications to existing HVAC, plumbing, or electrical systems
- Installation/modification of any fire/life safety system (e.g., fire alarm system, fire protection system, work affecting exit paths, etc.)
- Installation of carpeting, unless it is on the EH&S pre-approved list of materials/applications (see EH&S Web site)
- Installation of window coverings
- Any work in leased/managed properties

Funding: Renovations & Alterations Projects are funded through the recharge process whereas 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 Facilities Design & Construction, with the exception of leased/managed properties, in which case, it will be coordinated through Real Estate Development.

Submission of the R&A Form: To initiate a Renovations & Alterations Project or Minor Capital Improvement Project, please complete the form provided below and submit it to Michelle Baniqued/Capital Planning (phone 858.534.3507, fax 858.534.6719, mbaniqued@ucsd.edu, Mail Code 0915).

Questions? Please contact your Project Manager or Michelle Baniqued (mbaniqued@ucsd.edu) for assistance in completing this form.