



# Capital Improvement Project Request Process

This process is designed to ensure that all capital improvement projects (\$5,000 and above) are properly planned, accurately budgeted, and approved at the appropriate levels. The following steps outline the required process, including documentation, mandatory walkthroughs, approval thresholds, project implementation, and closeout procedures.

## 1. Project Initiation

Departments or programs requesting a capital improvement project must begin by submitting a work order to Facilities Services indicating their interest in a building or site improvement project totaling \$5,000 or more.

The assigned work order number will serve as the official project number for all future documentation, approvals, and tracking.

## 2. Mandatory Walkthrough

Prior to submitting a **Project Request Form**, the requesting department must schedule and complete a mandatory walkthrough with Facilities Services.

The purpose of the walkthrough is to:

- Assess project feasibility and site conditions
- Identify operational, code, safety, or logistical considerations
- Determine potential impacts to project scope, schedule, or budget
- Ensure all relevant factors are considered before finalizing the request

## 3. Project Request Form & Budget Development

Following the walkthrough, the requesting department must complete and submit a Project Request Form along with a detailed project budget.

The budget must include:

- Comprehensive cost estimates (provided or reviewed by Facilities Services)
- Estimated staff labor hours, if applicable
- A minimum 10% contingency allocation for unforeseen costs
- Identification of funding source(s), including General Fund, grants, or other approved funds and the value of each.

## **Contingency Definition**

A contingency is a reserve of funds set aside to cover unexpected expenses or cost overruns during project execution, helping ensure the project can proceed without interruption.

## **Grant-Funded Projects**

For projects funded by grants, the Grant Manager must verify that capital or building improvements are an allowable expenditure under the grant guidelines prior to submission. Written confirmation must be included with the request.

## **4. Approval Thresholds**

Project approvals are required based on the total estimated project cost:

### **\$5,000 – \$10,000**

Required Approval:

- Facilities Department

### **Over \$10,000 – \$50,000**

Required Approvals:

- Facilities Department
- Facilities Committee
- Cabinet

### **Over \$50,000**

Required Approvals:

- Facilities Department
- Facilities Committee
- Cabinet
- Board of Trustees

## **5. Project Implementation**

Once all required approvals have been obtained, the project may proceed in accordance with the approved scope, timeline, and budget.

The requesting department must maintain coordination with Facilities Services throughout the project to ensure adherence to approved plans and budget limitations.

## **6. Project Closeout**

At the conclusion of the project, a punch list will be created identifying any remaining work, corrections, or minor adjustments necessary for final completion.

The project will be considered officially closed when:

- All punch list items have been completed
- Final inspections, if required, have been completed
- All invoices and project costs have been paid in full

## **7. Documentation & Recordkeeping**

The following records must be maintained for each project:

- Original work order / project number
- Project Request Form
- Walkthrough notes
- Budget documentation
- Funding approvals
- Approval records
- Change orders, if applicable
- Final punch list
- Final payment documentation

All records shall be retained in accordance with District record retention policies.