

Budget Year _____

Facility Renovation Budget Form

Department: _____

Purpose of Form: Budget Directors are required to budget for certain Departmental Services as described on pages 6 and 15 of the Physical Plant *Services Guide*. Although university policy requires that the Physical Plant Department performs and coordinates all changes to the facility, funding for certain services are considered renovations (Departmental Services) rather than ordinary maintenance (Physical Plant Services).

If you are considering changes in telephone service, such as additions, moving lines from one place to another, changing/upgrading phone instruments, or adding fax, modem, or data lines, the Physical Plant Department will provide assistance in estimating these departmental expenses. Funds for changes in telephone service should use the 72404 budget line.

If you are adding faculty or staff positions, the Physical Plant Department reminds you that costs of new furniture, the creation of office space, and changes in office signage are all considered renovations. Requests for renovations use the 72701 budget line.

If you are rearranging your office, alterations and/or relocations of electrical outlets, telephone, and data cabling may be required. Assembly of furniture may also be required. Such alterations are considered renovations and must be budgeted as a Departmental Expense.

If you are considering the purchase of equipment (79106) or technology (79103), the Physical Plant Department will provide assistance in determining electrical power requirements. A modification to the building's electrical system for the purpose of accommodating new equipment is considered a renovation and will be performed at the expense of the requesting department.

If you are considering any of the Departmental Services, please contact William M. (Bill) Tam, Facilities Administrator, at x3335 and provide the explanation, scope of work, or problem to be remedied. The Physical Plant Department will provide a written cost estimate of the renovation to ensure a safe, effective, and workable solution to your problem or concern.

Account #	Project Name	Explanation of need, scope, or problem to be remedied	Cost Estimate