



MINOR CAPITAL IMPROVEMENT PROJECT APPROVAL
for Projects with Total Budget \$35,001 - \$1,000,000

ORIGINATING DEPARTMENT:

Department/VC Area: _____	Department Contact: _____
Department Head: _____	Title: _____
Signature _____	Date: _____
Fiscal Contact: _____	Title: _____
Signature _____	Date: _____
Dean, Assist. Dean or Provost (required, if applicable):	
Name: _____	Title: _____
Signature _____	Date: _____
Vice Chancellor or Vice Chancellor's Representative:	
Name: _____	Title: _____
Signature _____	Date: _____

PROJECT MANAGEMENT:

Managing Department: CPM FM CPD	PM Phone: _____
Project Manager (PM): _____	PM Email: _____

PROJECT INFORMATION:

Facility/Building Name: _____	Estimated Start Date (Month/Yr): _____
Location Code (CAAN): _____	Estimated Completion Date (Month/Yr): _____
Room Number(s): _____	Warranty End Date (Month/Yr): _____
Project/WO No.: _____	PPM No. (provided by Capital Planning) _____
Total Project Budget: _____	Project Start Date _____

Project Description (to include location, square footage, scope of work, justification/need):

Drawings illustrating existing and proposed conditions are attached (including proposed location of trenching, staging and/or laydown areas)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		<input type="checkbox"/>
Does the project have potential to impact a historical resource?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Uncertain	<input type="checkbox"/>
Will the project involve or require any of the following:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Uncertain	<input type="checkbox"/>
Asbestos or lead abatement	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Uncertain	<input type="checkbox"/>
Change to floor plans (walls, windows, doors) or space class (ie: office to lab)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Uncertain	<input type="checkbox"/>
Addition/Removal/Alteration to walls or doors	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Uncertain	<input type="checkbox"/>
Utility trenching	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Uncertain	<input type="checkbox"/>
Installation of exterior mechanical equipment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Uncertain	<input type="checkbox"/>
Use of Federal or State funds	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Uncertain	<input type="checkbox"/>
Staging and/or laydown area	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Uncertain	<input type="checkbox"/>

✓ Project Name _____ PPM# _____

FUND SOURCES:

Department Name	Amount	Entity	Fund	FinUnit	Function	Project	Task

CAMPUS REVIEW & APPROVALS

- This approval does not constitute a plan check. A separate review for building permit is required.
- If approval is conditional, please note in space below. It is the responsibility of the PM to ensure all conditions are met.

Signature of Approver

Date

Conditions?

Campus Planning

Facilities Management

Operations Management & Capital Programs

Capital Program Management

Conditions:

INSTRUCTIONS

Use of the Minor Capital Improvement Project Approval form:

Capital projects involve construction, renovation, or alteration of University owned or University controlled property and facilities, including leased/managed facilities which are coordinated by Real Estate. The approval form is required for ALL Minor Capital Improvement projects (\$35,001-\$1,000,000).

Funding:

Minor Capital Improvement Projects are funded through an 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.

A limited amount of funding for initial planning (seed funding) can be advanced prior to project approval in order to better define scope and budget. Contact Capital Planning (CapitalPlanning@ucsd.edu) to discuss this option if needed.

Construction Management:

All work is performed by and/or contracted through Facilities Management (FM), Capital Program Management (CPM), or the Medical Center Construction Projects Department (CPD), with the exception of leased/managed properties, which shall be coordinated through Real Estate.

Submittal of the Minor Capital Improvement Project Approval Form:

- Enter relevant project information, attach drawings, and obtain signatures at top of page
- Enter fund source(s)
- Submit completed form to Capital Planning for processing (CapitalPlanning@ucsd.edu)

CAPITAL PLANNING USE ONLY

Complete form received (including valid fund source & project drawings): _____

Fund Sources verified with (fiscal contact name/date): _____

Date Routed: _____

AUGMENTATION REQUEST