

Central Connecticut State University
CAPITAL PROJECTS AND SPACE PLANNING REQUEST FORM
Guidelines and Submission Process

Provide all information requested on the Capital Projects and Space Planning Request Form. Please refer to the Submission Process listed below when completing this form. If you need further assistance, please contact Facilities Management at (860) 832-2301.

1. Department Heads/Deans submit their project or space moves to the Vice Presidents or Chief Officers in priority order (1, 2, 3, etc.). The funding source must be identified and estimated cost included (if available).
2. Vice Presidents or Chief Officers complete and submit (in priority order) the Capital Projects and Space Planning Request Form to the Facilities Planning Committee to the attention of the Chief Administrative Officer, Davidson Hall, Room 216.
 - **Brief Explanation of Project or Space Move Request:** In the space provided, briefly describe the project, planned usage, and justification. Identify facility space requirements, schedule issues, impact on operation, timeline, and repair/maintenance costs.
 - **VP or Chief Officer Ranking:** Review all departmental requests and place them in priority order by fiscal year.
3. Projects are submitted by the Facilities Planning Committee to Facilities Management for review, comments, and estimated costs.
4. Based upon the explanation of the project request narrative, the Assistant Chief Administrative Officer for Facilities or Designee will select the category into which the project falls.
 - A. Alterations and improvements to buildings and sites designed to conserve and restore existing facilities for continued use and to protect the State's capital investments. Includes required code and ADA improvements.
 - B. Renovations to existing facilities and sites to meet new or revised academic programs (i.e. academic accreditation issues).
 - C. New construction when existing facilities or sites cannot be feasibly adapted to meet programmed needs.
 - D. Projects to provide equipment and technology enhancements. These may directly enhance the educational experience for students, as well as internal administrative processes without direct student impact.

- E. Auxiliary services required to facilitate or supplement University programs or other capital projects.
- 5. Facilities Management returns the Capital Projects and Space Planning Request Form to the Facilities Planning Committee with comments and estimated costs.
- 6. The Facilities Planning Committee and/or Chief Administrative Officer reviews the priorities again and presents the requests to the President for final review and approval.