Brock University
Facilities Management

Minor Capital Renovation Request (Schedule 7) FAQ'S

Budget Year 2013 - 2014

What is a minor capital renovation?

A minor capital renovation is defined as a change to a building, space or the campus grounds valued over $10,000. Examples include:

- renovating a space due to change of use
- upgrading a space
- removing or adding walls, doors, etc.
- installing specialized equipment
- replacing or repairing worn-out building components

A minor capital renovation may include the cost of furniture/shelving where the existing furniture is not suitable for the new space or if furniture for the new space does not exist.

If you have any questions regarding eligibility for minor capital renovation funding please contact Scott Walker (swalker@brocku.ca) of Facilities Management.

How do I request funding for a minor capital renovation?

All requests for funding for minor capital renovations must be submitted on a *'Schedule 7 – Minor Capital Renovation Request Form'* for the budget year 2013 – 2014. This form is available for downloading from the Financial Services website.

The form is to be used to request funding approval for any minor capital renovation within space that is currently controlled by the requestor. The form should be filled out electronically, printed, signed by administrative Department Head or Dean, and mailed to:

Scott Walker, Manager Campus Planning Design and Construction
Facilities Management

Can I submit more than one request?

Yes. However, multiple requests must be prioritized. If an administrative Department or a Faculty is submitting more than one request, the requests must be ranked in order of priority (1,2,3, etc.).

How do I request operating funds associated with the project?

If operating funds for fit up costs are required (other than for furniture as described above), the request must be submitted directly to the Finance Department on a Schedule 5 Form, or absorbed by the requesting department's operating budget. Operating costs may include computers, stationary, equipment, salaries, or other. The *'Schedule 7 – Minor Capital Renovation Request Form'* is not to be used to request operating funds.

Do I have to fill out all the fields of the form?

Yes, all fields must be fully completed otherwise the form will be returned to the requestor.

How do I obtain a budget estimate for my renovation?

The renovation budget estimate will be prepared by Facilities Management. A project manager may contact the requestor to obtain additional information in order to prepare the renovation estimate.

When are Schedule 7 - Minor Capital Renovation Requests due?

Minor renovation requests are due no later than February 11, 2013. After that date Facilities Management will develop a renovation estimate for each minor renovation request. The estimates will then be provided to the budget group at the budget review meeting for consideration for funding approval.

Can I prepare my own estimate?

Facilities Management is responsible for managing and implementing all renovations approved for funding. In order to ensure that sufficient funds are allocated so that the renovation will meet all applicable codes, regulations and standards, the budget estimate must be prepared by Facilities Management.

I can't meet the deadline, can I submit my request after that time?

Due to the volume of requests received, and in order to prepare a proper renovation budget for each request, submissions received after the deadline cannot be processed within the required timelines.

There isn't enough space on the form for me to fully describe the work required.

The form will expand as much as required for you to input a full description.

Can I attach additional information?

Yes, you may attach any information that you feel pertinent to your application. In particular, information that would assist in the preparation of the estimate would be helpful.

I have a question that was not answered here. Who do I contact?

Please contact Scott Walker (swalker@brocku.ca) of Facilities Management at x3105.