



New York Medical College Policy and Procedure Manual

Section: FACILITIES MANAGEMENT	No.: FM.102
	Date May 20, 1993
Subject: CAPITAL PROJECT ORIGINATION	Page 1 of 2
	Supersedes:

I. PURPOSE

To establish guidelines for evaluating capital projects requested by departments.

II. SCOPE

This policy applies to all New York Medical College Officers, Deans, Department Chairpersons and Administrators.

III. DEFINITION

Capital projects - Those construction, renovation or renewal projects undertaken in New York Medical College facilities.

IV. POLICY

It is the policy of New York Medical College that all capital projects be evaluated by the Facilities Management Department prior to being submitted for approval.

V. PROCEDURE

- A. Capital projects must receive preliminary authorization from a Dean (for academic or research oriented projects), or the Vice President for Administration and Finance (for all other projects) before extensive planning by completing the **Construction/Renovation Request (FM-3)** form.
- B. Based on the initial plan, Facilities Management will develop an estimated cost for the project.
- C. Facilities Management will discuss the initial plan and estimated cost with the initiator.

Issued By:	Approved By:
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- D. After initial authorization, Facilities Management will provide plans, specifications and a more accurate estimated cost for approval to the requestor.
- E. When a plan has been agreed to, the project will be submitted with the next fiscal year's list of recommended capital projects, or alternative sources of funding will be identified.
 - 1. If a Capital Project, **Policy FM.103-Capital Project Approval** shall apply.

VI. RESPONSIBILITY

- A. Initiating Departments
 - 1. Submit approved preliminary capital project requests to Facilities Management for review.
- B. Facilities Management Department
 - 1. Review the preliminary request.
 - 2. Develop plans based on the preliminary request.
 - 3. Provide advice and guidance with respect to the interpretation and administration of this policy.