ANNUAL FACILITY MASTER PLAN REVIEW PROCESS

Task Definition:

[More information will follow as it becomes available]

Purpose:

Process Steps:

A. Review the on-going FMP by category.
   1. Additions of line items to categories.
   2. Cancel line items from categories.

B. Update priority grouping

C. Prioritize next budget year needs

D. Review by institution next year’s priorities
   1. Physical facilities
   2. Campus planning committees

E. Review next budget year by priority – by funding source
   1. CNA executive committee (church funds)
   2. Institutional approval (revenue funds)

F. Final adjustment made during coordinators process

Time Line:
REPORTS & SCREENS

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I. Retrofit Group

- Basic Definition –

**Retrofit:** A one-time project that renews and/or economically increases the useful life of an existing asset.

**Categories:**

20 - Utility System Retrofits (building and campus distribution)
21 - Room Type Renewals (restrooms, special use, etc.)
22 - Building Renewals (pool deck, indoor track seal, doors, etc.)
23 - Building Exterior Retrofits (roof coating, painting, cleaning, caulking and sealing, windows, re-keying, etc.)
24 - General Site Retrofits (concrete, water proofing, crack seal, etc.)
25 - Media and Telecom Systems Retrofits (systems)
26 - Major Equipment Retrofits (elevators, instruments, off-road, etc.)
II. Improvement Group

- Basic Definition -

IMPROVEMENTS:

1981-1985

Improvements  
*(Frozen)*

A one-time project that improved existing facilities and systems and adds new capital needs to each campus. All projects over $250k will require a commissioner priority for funding. Bank was used for improvement projects.

1986-1990

Improvements  
*(Frozen)*

A one-time project that improved existing facilities and systems and adds new capital needs to each campus. All projects over $250k will require a commissioner priority and separate 21-Y with CNA funding. Bank was used for improvements.

Note: In 1988 it was decided that any CNA one-time improvement Projects over $250k will require church funding and approve on a separate 21-Y and the bank would be used for replacements only.

1991-1995

Improvements  
*(On-line Systems)*

A one-time project under $250k that improved existed facilities and systems and adds new capital needs to campus can be funded with the improvement group limit with CNA funds. All one-time projects over $250k that improve existing facilities and systems and add new capital needs to existing campus will require church funding and approval on a separate 21-Y. Bank would be restricted to replacements only.

CATEGORIES:

30 - Mandatory/compliance Improvements (ADA, Kemper, Regulatory and Safety)
31 - General Site Improvements (parking, roads, sidewalks, lighting, landscaping)
32 - Utility Distribution System Extension and Improvements (gas, water, power, heat, cool, security, telecom, media, etc.)
33 - Major Improvements (over $100k and under $250k) (remodel, major renovation, functional space change, additions / non-acad new space, etc.)
34 - Minor Improvements (under $100k) (remodel, major renovation, functional space change, addition / non-acad new space, etc.)
35 - Media and Telecom Systems Improvements (voice, data, audio and visual systems in buildings)

Special Use Categories:

51 - Special Projects (over $250k) (remodel, major building renovation, facility/space replacements, additions/new space, etc.)
52 - Asbestos and Seismic Projects (removal, replacement and updating buildings/facilities)
III. Improvements for Appropriated Areas – Funding Source Guidelines

STEP 1 – PROJECTS OVER $250,000 IN TOTAL PROJECT COST

If the Total Project Cost is $250,000 or greater, assign this request to Category 50 for review with the CNA Executive Committee.

ROLE OF THE CNA EXECUTIVE COMMITTEE REVIEW:
To Determine IF CNA Type Improvements over $250,000 should be Funded as part of the CNA Funding Limits for Appropriated Areas.

STEP 2 – ASSIGN AN IMPROVEMENT PROJECT REQUEST TO A CATEGORY

30 - Mandatory or Compliance Improvements (ADA, Kemper, Regulatory and Safety, etc.)
31 - General Site Improvements (parking, roads, sidewalks, lighting, landscaping, etc.)
32 - Utility Distribution System Improvements (gas, water, power, heat, cool, security, information delivery to building/facilities, etc.)
33 - Space Improvements (remodel, renovation, functional space change, non-assigned new space, etc.)
35 - Information Delivery Systems Improvements (voice, data, audio and visual systems installed within building walls and rooms, etc.)
50 - CNA Executive Committee Review (Proposed CNA Type Improvement projects over $250,000 requesting CNA funding)
51 - Special Projects (over $250k) (major building renovation, facility/space replacements, additions/new space, non-CNA type projects, etc.)
52 - Asbestos and Seismic Projects (removal, replacement and updating buildings/facilities, systems and infrastructure, etc.)

STEP 3 – ASSIGN A FUNDING SOURCE

10 - CNA Limit For CNA Type Improvements
18 - Spec Approp For Asbestos project funding
19 - Spec Approp For Seismic project funding
9 - Undetermined To be determined by the institution

IV. Other Institutional Funding Sources

2 - College Projects
4 - Retained Earnings
5 - Development Funds
7 - Loan
8 - Program Improvement
13 - Special Project Appropriation