

THE UNIVERSITY OF TENNESSEE
CAMPUS OR BUDGET ENTITY _____

REQUEST FOR APPROVAL TO OVERSEE A CAPITAL PROJECT
(COST RANGE \$100,000 TO \$1,000,000)

Date _____

1. Name of Project: _____

2. Estimated Cost: \$ _____

3. Location and description of work to be accomplished:

4. Will services of an outside designer be required to develop plans and specifications?

Yes _____ No _____ (If "No" is marked, an explanation for the use of in-house designer or campus consultant must be provided.) The State Building Commission (SBC) must approve the use of the in-house designer or campus consultant prior to any work being completed:

Facilities Planning will oversee the designer selection process with campus or unit input. Facilities Planning will send the designer recommendations to the SBC who will make the final designer selection.

5. What portion of the project will be performed by University work crews? Include work descriptions as broken down into Master Format Numbers (attach documentation as necessary).

6. What portion of the project will procure items through the Purchasing Department?

7. Estimated start and end date of project:

8. Source of funding for project (please provide the funding account in IRIS): _____

9. Capital Project account name and number to be charged (To be completed by the Office of Capital Projects):

Terms and Conditions of Approval

This form must be submitted with the DB-70.

Campus / Unit signatures are required prior to SBC approval being requested.

If a company is contracted with the University to perform maintenance work on campus facilities, this contract cannot be used as a basis to perform work on a capital project unless the Executive Director of Capital Projects agrees with this request which will only be in extenuating circumstances.

Any contracts related to a capital project must follow the state's requirements for insurance and bonding. Documentation supporting insurance and bonding must be presented for verification prior to any work commencing.

Facilities Planning will have a project manager assigned to each project that will be overseen by the campus/unit. Meetings must be held to update the Facilities Planning project manager on a monthly or every other month basis. These meetings should include details regarding scope, budget, and schedule.

All invoices must be approved by the Facilities Planning project manager prior to payment.

When the work is completed by the campus, the attached Certificate of Substantial Completion Form must be completed, signed, and forwarded to the Director of Facilities Planning

This approval may be revoked if SBC Policies and Procedures are violated.

Submitted by:

_____	_____	_____	_____
Campus/Unit Chief Business Officer	Date	Director of Facilities Services Physical Plant	Date

Approval by:

_____	_____	_____	_____
Office of Capital Projects Budget Director	Date	Director of Facilities Planning	Date

