



Minor Capital Outlay Projects

Policy No.: 400-20

Effective: 6/08/00

POLICY:

The objective of the minor capital outlay program is to provide facilities appropriate to CSU, Northridge's approved educational programs, to create environments conducive to learning, and to ensure that the quantity and quality of facilities throughout the campus serve the students, faculty, and staff.

DEFINITIONS:

Minor Capital Outlay: Minor capital outlay projects are composed of construction projects with an estimated cost of \$250,000 or less.

Limitations and Required Approvals:

The following are limitations, restrictions, and required approvals associated with the CSU minor capital outlay program:

1. Projects to correct safety items as required by the Division of Industrial Safety, State Fire Marshal, Public Health, or other authoritative agency, must be given first priority.
2. No projects related to parking lots, residence halls, campus unions, health centers, or other non-state funded projects may be undertaken with state funds.
3. Only equipment required to support a minor capital outlay project may be purchased from minor capital construction funds.
4. Projects involving alterations or additions to buildings shall be approved by the State Fire Marshal and the Access Compliance Section, Division of the State Architect before proceeding into construction.
5. Minor capital funds may not be used to perform routine maintenance on facilities or for deferred maintenance projects (routine and deferred maintenance projects are funded from the general fund, not capital outlay funds).
6. At least 20% of the campus' allocation of minor capital funds must be expended in support of Americans with Disabilities Act (ADA) projects.
7. All minor capital outlay projects must be submitted to the Chancellor's Office (Capital Planning, Design & Construction) for approval.

PROCEDURES:

Typically each January, the Department of Facilities Planning, Design & Construction (FPDC), in coordination with Academic Resources, requests minor capital project proposals from the colleges and departments. These projects are proposed for the following fiscal year. For example, in January 2000, the request is made for fiscal-year 2001/2002 projects. Working with the proposers, FPDC develops project scopes and budgets and prepares a recommended

prioritized list of projects. ADA and critical life-safety projects, regardless of project category, are given the highest priority. All minor capital projects are categorized as follows:

- **CRI:** Critical infrastructure deficiencies which impair program delivery, such as the replacement of aging mechanical systems, etc.
- **CD:** Code deficiencies. Noncritical fire/life safety projects, and all other code deficiencies except Americans with Disabilities Act (ADA).
- **SC:** Security.
- **ADA2:** All ADA compliance
- **WRK:** Workload-driven projects. These are projects for existing programs resulting from workload (i.e., nonpolicy) changes.
- **ECON:** Projects justified primarily by economic impacts. Examples include savings, cost avoidance, or revenue generation.

The recommended prioritized list of projects is submitted to the Vice President, Administration and Finance for review and approval, and then forwarded to the President's Cabinet. Following approval of the project list by the President, FPDC prepares and submits the final list of projects to the Chancellor's Office.

RESPONSIBILITIES:

The Department of Facilities Planning, Design & Construction is responsible for managing the CSU, Northridge minor capital outlay program and for enlisting broad participation by administrators, faculty, and students in the development of the program. The Department is responsible for submitting an annual report describing the minor capital projects and their cost to the Chancellor's Office (Capital Planning, Design & Construction) by September 1 of each year. The department is also responsible for ensuring that each minor capital outlay project has appropriate funds encumbered and the project is completed within the deadlines and available funds established by the Chancellor's Office.

REFERENCES:

[The California State University, Five-Year Capital Improvement Program](#) (Published annually)

[Physical Planning and Development, Sections 9000-9999](#)

[State University Administrative Manual, 6/98](#)

FORMS:

Forms [CPDC 2-30](#) and [CPDC 2-31](#), which describe the minor capital outlay program, are submitted to the Chancellor's Office (Capital Planning, Design & Construction) by the Department of Facilities Planning, Design & Construction on an annual basis.

FURTHER INFORMATION:

Department of Facilities Planning, Design & Construction at 818-677-2561.

APPROVED BY THE PRESIDENT