

State University of New York

Capital Project Qualifications

Qualifying Capital Project Requests are as follows:

To qualify a Capital Project Request for use of State minor critical maintenance funding, the project **must** meet the following criteria:

1. **The project (or purchase) must be considered a critical maintenance project.**
 - For the purpose of this procedure, critical maintenance is defined as projects necessary to preserve existing State owned capital assets or facilities in good working condition, suitable for their current utilization, and compliant with all prevailing codes, rules, regulations, and standards governing their usage. For the purpose of this procedure, a project whose primary purpose is to modernize or upgrade existing facilities would not be considered a critical maintenance project.
2. The project scope should be able to be completed within a relatively short period of time, generally deemed to be within 12 months.
3. The project must have a discrete definition and scope, such as:
 - The project is limited to a specific building or group of related buildings;
 - The project is limited to discrete components of a specific building or group of related buildings;
 - The project addresses specific aspects of campus site or infrastructure.
4. The project scope must have an estimated useful life of 10 years or more. The estimated total project budget, including design and construction costs, must be between \$5,000 and \$150,000.
 - Projects with an estimated cost of less than \$5,000 are to be funded from operating or other campus resources. Projects with an estimated cost of more than \$150,000 are to be submitted as an individual project request to the campus program manager.

Examples of Non-Qualifying Projects are as follows:

The project types listed below are examples of projects that do not qualify as minor critical maintenance projects:

- Grouping of independent or unrelated tasks into one project, such as a single project for a series of miscellaneous summer tasks

- Establishing a project to accommodate cost overruns, contingencies, or other costs relating to a separate project
- New construction, additions, or facility upgrades that are not a critical maintenance project as previously defined within this procedure.
- Projects related to office, program, or departmental relocations to support program enhancements or new program initiatives
- Studies or standalone design services unrelated to a qualifying minor critical maintenance project
- The acquisition, replacement or repair of moveable furniture, equipment, and carpeting
- Parking facility and parking area maintenance and operations, including resealing
- Routine or recurring maintenance or operational expenses, such as the following, when they are not an integral component of a qualifying minor critical maintenance project:
 - Moving expenses
 - Painting
 - Landscaping
 - Office remodeling for program enhancements, adaptations or accommodations for new initiatives
 - Small scale hardware replacement
 - Disposal of chemical, radioactive or other hazardous waste from typical academic or research activities
 - The acquisition, replacement or repair of moveable furniture, equipment, and carpeting
 - Parking facility and parking area maintenance and operations, including resealing, resurfacing, and relining
 - Indirect labor charges (management and administrative support)
 - General summer work crews whose purpose is to supplement staff for routine maintenance (please note that campus labor for a qualifying critical maintenance project can be charged to that project)
 - General allocations of departmental wages

Please note:

Any questions regarding a specific project's ability to qualify a Capital Project for minor critical maintenance funding should be referred to Capital Planning office prior to submitting a Capital Request Form.