GUIDELINES FOR INITIATING CAPITAL PROJECTS AND SPACE REQUESTS

WHEN TO START PLANNING

Although every space project differs in size and scope, in general, we ask that you follow these guidelines in order for adequate time be allotted to plan, schedule, design, bid and construct your project, and to secure any needed University or City approvals. Please note that your department will be responsible for costs related to any initial feasibility studies necessary to determine the scope and preliminary budget of a proposed project. A project funding source MUST be identified as part of the Project Request.

- **Small Projects** – May cost up to $500,000; usually involve one or two trades such as paint, carpet or furniture, but may sometimes involve modification to HVAC or other building systems. These can generally be completed during the summer break if the request is received early enough. All Project Requests for SMALL SUMMER PROJECTS must be received by March 1 to ensure completion by the fall semester. Requests for small projects submitted after March 1, as well as for more complex projects, will be evaluated on a case-by-case basis and scheduled according to the time required and the pending workload.

- **Midsize Projects** – May cost between $500,000 to $1,000,000; usually require outside consultants and a general contractor or construction manager; involve multiple construction trades; and require ordering long lead items such as steel or mechanical equipment. These projects typically take 8 to 12 months to design and construct.

- **Large Projects** – Typically cost over $1,000,000; usually require outside consultants such as an architect and engineer to design; and require a general contractor or construction manager to build. These projects typically take more than 12 months to design and construct.

PROJECT REQUEST FORM

1. This form is intended to be used for (a) new construction, (b) a renovation project, (unless it ONLY involves furniture, painting and/or minor repairs), (c) feasibility studies for any upgrade to a building system/utility or a space and (d) requests for reconfiguration, expansion or entirely new space. Routine maintenance and repairs should be requested by clicking on “Request Service” on the left side of the CU Facilities Homepage. Submitting a Project Request for these will delay service delivery.

2. Please fill in all required fields. This will help us identify the best way to respond. If a question is not applicable to your project, you should click on “n.a.” in the drop-down menu, or type it into the character field.

3. Representatives from each CU Facilities operating unit meet every Friday morning to review new Project Requests. Requests received after 3:00 p.m. on Thursday will not be reviewed until the following week.
4. A representative from CUF Planning, Capital Project Management, Operations or Real Estate will contact you, depending on the type of project. If you have a question about a Project Request and don’t know who to contact, send an e-mail to: projx@columbia.edu.

5. Please be patient during the busy spring and summer construction seasons.