Brandeis University
Office of Capital Projects (OCP) — Policies and Procedures

Chart 2

Capital Projects by Type

Project Category	Project Type	Requestors	Description	Time Frame	Funding Sources	Authorizations/Review
MAJOR NEW CAPITAL PROJECTS	►New Building or Major Renovations (typically Tier 2, defined as projects with a total cost >$1M)	►President, EVP/COO, Academy, Administration and Finance, Office of Students and Enrollment	►New stand-alone buildings or additions to existing structures.	►Typically 2–4 Years	►Capital Budget, Long-Term Debt, Gifts, Grants, Operating Budget, and/or Trustees Capital Fund.	►Authorizations typically include the Board of Trustees (BOT approves project to Schematic Design and Construction), University President, and EVP/COO. ►Reviews typically include VP for Capital Projects, Office of Budget and Planning, and Office of Financial Affairs and Treasury (if funding includes University debt).
FACILITY RENEWAL PROJECTS	►Renovation or Renewal Projects (typically Tier 1, defined as projects with a total cost <$1M)	►President, EVP/COO, Academy, Administration and Finance, Office of Students and Enrollment	►Building or infrastructure renovations of less than $1 million	►Typically 1–2 Years	►Capital Budget, Long Term Debt, Gifts, Grants, Operating Budget, and/or Trustees Capital Fund.	►Authorizations from the EVP/COO is required and may include the Board of Trustees and University President. ►Reviews typically include VP for Capital Projects or VP for Campus Operations, VP for Budget and Planning, and VP for Financial Affairs and Treasury, (if funding includes debt).
	►Building Systems Upgrades	►EVP/COO, on recommendation of VP for University Services	►Building systems renovations, such as roofs, HVAC systems, windows, etc.	►Typically 1–2 Years	►Capital Budget, operating budget, grants, and/or gifts.	►Authorization from the EVP/COO is required and may include the Board of Trustees and University President. ►Reviews typically include VP for Capital Projects or VP for Campus Operations, VP for Budget and Planning, and VP for Financial Affairs and Treasury, (if funding includes debt).
	►Utility Projects	►EVP/COO, based upon the recommendation of VP for University Services, Facilities Services/Campus Operations and/or VP for Capital Projects	►Renewal or enhancements/additions to life-safety, utility and infrastructure systems, including steam, electric, and water systems, Public Safety emergency systems, etc.	►Typically 1–2 Years	Capital Budget, operating budget, grants, and/or gifts.	►Authorization from the EVP/COO is required and may include the Board of Trustees and University President. ►Reviews typically include VP for Capital Projects or VP for Campus Operations, VP for Budget and Planning, and VP for Financial Affairs and Treasury, (if funding includes debt).
	►Energy Savings Projects	►EVP/COO, based upon the recommendation of VP for University Services and/or VP for Capital Projects	►Energy Savings projects are designed to optimize the University's energy usage and improve its environmental footprint, including improvements to building heating, ventilation, and air conditioning control systems; energy-efficient lighting and occupancy-sensing lighting controls; and water-conservation systems.	►Typically 1–2 Years	►Capital Budget, operating budget, grants, and/or gifts.	►Authorization from the EVP/COO is required. ►Reviews typically include VP for Capital Projects or VP for Campus Operations, University Energy Manager, Office of Budget and Planning.
	►Refresh Programs (classrooms, residence halls etc.)	►President, EVP/COO, Academy, Administration and Finance, Office of Students and Enrollment, VP for University Services, and/or VP for Capital Projects	►Upgrades to finishes and furniture and minor repairs in residence halls, classrooms, and office spaces.	►Typically 1–2 Years	►Capital Budget, operating budget, grants, and/or gifts.	►Authorization from the EVP/COO is required. ►Reviews typically include VP for Capital Projects or VP for Campus Operations, Office of Budget and Planning.
NON-UTILITY INFRASTRUCTURE AND GROUNDS	►Landscaping, signage, roads, sidewalks and other non utility projects	►President, EVP/COO, Academy, Administration and Finance, Sr. VP for Students & Enrollment, VP for University Services, VP for Capital Projects.	►Non-utility and/or landscaping improvements to the quality, character, and functionality of the University campus.	►Typically 1–2 Years	►Capital Budget, operating budget, grants, and/or gifts.	►Authorization from the EVP/COO is required. ►Reviews typically include VP for Capital Projects or VP for Campus Operations, VP for Budget and Planning.
EMERGENCY PROJECTS	►Emergency Projects as required	►EVP/COO, based upon the recommendation of VP for University Services and/or VP for Capital Projects	►Emergency capital projects are driven by need and are unpredictable in their specifics.	►Parameters established based on assessment of the emergency	►Capital Budget, operating budget, special trustees capital fund	►Authorization from the EVP/COO is required. ►Reviews typically include VP for Capital Projects or VP for Campus Operations, VP for Budget and Planning.

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