

Project Funding:

The definition of what a “PROJECT” is - any improvement and/or significant renovation or change to a campus building that is over \$2,500 and requires more than one of the “building trades”, requires design, or may have any building code implications. Furniture upgrades can also be submitted as a project. On the other hand, any project that is under \$2,500 and/or requires just one trade such as painting, plumbing, etc., is considered a maintenance/repair and should be handled via a work order to Physical Plant (<http://whiteface.cortland.edu/home.html>). If your request can be considered a Project, it needs a funding source and can fall in one of the following categories:

- 1) Requestor Funded: If your department can identify sources of funding for such projects (IFR accounts, Department funds, Grants, etc.), we ask you to consider using those funds when submitting a proposal for a project. If requestor funds are not available you may consider submitting your request under the Call for Alterations Program.
- 2) Call for Alterations: The Call for Alteration Program is an opportunity for campus units to identify those projects that are typically beyond the scope of regular maintenance activities performed within the building and are between \$2,500 and \$35,000. This is an annual program and all requests are reviewed by a campus committee in the Fall of each year. Please see the website for more information about the suitability of this program for your project (<http://www.cortland.edu/facilities/Forms.htm>).
- 3) Critical Maintenance: To be used by Facilities Management departments when a work order exceeds in-house resources
- 4) Strategic Initiatives / Capital Plan: To be used by Facilities PDC to identify capital improvements to campus facilities, that need to be funded via bonding, five-year capital plan, etc.