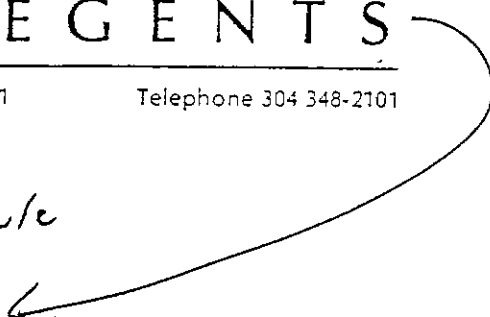

WEST VIRGINIA BOARD OF REGENTS

950 Kanawha Boulevard, East / Charleston, West Virginia 25301

Telephone 304 348-2101

*Title 128
procedural rule*



~~POLICY BULLETIN NO 89~~

~~JANUARY 11, 1972~~

POLICY REGARDING ACQUISITION, RENOVATION OR IMPROVEMENT OF PHYSICAL FACILITIES

Section 2 Policy

- 2.1 RESOLVED, That approval of the Board of Regents is required prior to any institution initiating action:

To acquire any additional land, building, or facility;

To add to, renovate, or improve any building or other facility in a manner which may change or expand the functional use of the property in part or in whole.

- 2.2 Included under this policy are all gift and grant items, as well as those financed from capital outlay accounts, operating accounts, special revenue accounts, etc. Requests for approval which are submitted by institutions must be structured around the Board of Regents capital outlay guidelines ~~(copy attached)~~. *in Section 3*

Adopted: West Virginia Board of Regents
January 11, 1972

Section 3

GUIDELINES FOR JUSTIFYING CAPITAL OUTLAY REQUEST

JULY 19, 1971 ~~O~~

3.1 ~~A~~ NEW FACILITY AND/OR ADDITION TO EXISTING FACILITY

If the proposed capital outlay request results in adding additional square footage, include in your request the following information:

1. Location of facility. Indicate on small location plan, if convenient.
2. Estimate of project cost and proposed method of financing.
3. Type of building: i.e., classroom, library, office, laboratory, supporting, other.
 - a. Exterior Dimensions.
 - b. Number of usable floor levels, including basement.
 - c. Other, such as elevators, air-conditioning requirements.
4. Percent of gross floor area (sq. ft.) by room type (example: 60 percent general classroom, 40 percent faculty offices).
5. Discussion of institution's present space utilization factor for similar type of buildings in light of your request.
6. Estimate of additional operating costs related to the project, with respect to utilities, personnel and maintenance.
7. List of new equipment required to make the facility operable, with related cost estimates.
8. Existing alternatives to the proposed request.

3.2
II. RENOVATION TO EXISTING FACILITY

If the proposed capital outlay request involves a renovation, include in your request the following information:

1. Location of facility. Indicate on small location plan, if convenient.
2. Estimate of project cost and proposed method of financing.
3. Type of building to be renovated and type that will exist after project is completed: i.e., classroom, library, office, laboratory, supporting, other.
 - a. Exterior dimensions.
 - b. Number of floor levels, including basement.
 - c. Other, such as addition of air-conditioning.
4. Percent of gross floor area (sq. ft.) by room type (example: 60 percent general classroom, 40 percent faculty offices), (a) that presently exists, and (b) that will exist after project completion.
5. Discussion of institution's present space utilization factor for similar types of buildings in light of your request.
6. Estimate of additional annual operating costs with respect to utilities, personnel and maintenance related to the project.
7. List of new equipment required to make the facility operable, with related cost estimates.
8. Existing alternatives to the proposed request.

3.3
III. SERVICE OR CAMPUS IMPROVEMENT

If the proposed capital outlay request is a service or campus improvement such as roads, campus lighting, walkways, sewer lines, etc., include in your request the following information:

1. Location. Indicate on small location plan, if convenient.

Policy Bulletin No. 19, Appendix A (continued)

2. Estimate of project cost and proposed method of financing.
3. Statement of justification, if the project is temporary in nature.
4. Estimate of additional annual operating costs related to the project.
5. Existing alternatives to the proposed request.

3.4 *iv.* LAND ACQUISITION

If the proposed capital outlay request involves the acquisition of land, include in your request the following information:

1. Reason for purchase and intended use of land.
2. Location of the land in relation to the institution. Indicate on small location plan, if convenient.
3. Acreage involved.
4. Estimate of cost and proposed method of financing.

Discussion of the value of any structures located on the land.

6. Present owners.
Estimate of additional operating costs related to the acquisition.

Estimate of the anticipated costs of site development.

Existing alternatives to the proposed request.

3.5 *v.* NEW EQUIPMENT

If the proposed capital outlay request is for new equipment, include in your request the following information. (Note: This is a separate item from equipment requests listed for a new facility, as discussed in Section ~~4.1~~ 3.1)

1. Location as to building identification.

Policy Bulletin No. 19, Appendix A (continued)

2. Discussion of the relationship of the new equipment to programs that currently exist at the institution.
3. Discussion of the relationship of the new equipment to any new proposed programs at the institution.
4. Discussion of the nature and type of equipment requested.
5. Estimate of cost and proposed method of financing.
6. Estimate of additional operating costs related to the project.
7. Existing alternatives to the proposed request (rent vs. purchase).