

**TITLE 131
PROCEDURAL RULES
WEST VIRGINIA BOARD OF DIRECTORS**

**SERIES 19
POLICY REGARDING ACQUISITION, RENOVATION
OR IMPROVEMENT OF PHYSICAL FACILITIES**

§131-19-1. General.

1.1. Scope. -- This rule establishes approval procedure for acquisition, renovation or improvements of physical facilities.

1.2. Authority. -- W. Va. Code §18-26

1.3. Filing Date. -- November 11, 1971

1.4. Effective Date. -- January 11, 1972

include in your request the following information:

(a) Location of facility. Indicate on small location plan, if convenient.

(b) Estimate of project cost and proposed method of financing.

(c) Type of building: i.e., classroom, library, office, laboratory, supporting, other.

§131-19-2. Policy.

2.1. RESOLVED, That approval of the Board of Directors 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 Directors capital outlay guidelines in Section 3 of these rules.

§131-19-3. Guidelines for Justifying Capital Outlay Request.

3.1. New facility and/or addition to existing facility. -- If the proposed capital outlay request results in adding additional square footage,

(1) Exterior dimensions.

(2) Number of usable floor levels, including basement.

(3) Other, such as elevators, air-conditioning requirements.

(d) Percent of gross floor area (sq. ft.) by room type (example: Sixty percent (60%) general classroom, forty percent (40%) faculty offices).

(e) Discussion of institution's present space utilization factor for similar type of buildings in light of your request.

(f) Estimate of additional operating costs related to the project, with respect to utilities, personnel and maintenance.

(g) List of new equipment required to make the facility operable, with related cost estimates.

(h) Existing alternatives to the proposed request.

3.2. Renovation to existing facility. -- If the proposed capital outlay request involves a

renovation, include in your request the following information:

(a) Location of facility. Indicate on small location plan, if convenient.

(b) Estimate of project cost and proposed method of financing.

(c) type of building to be renovated and type that will exist after project is completed: i.e., classroom, library, office, laboratory, supporting, other.

(1) Exterior dimensions.

(2) Number of floor levels, including basement.

(3) Other, such as addition of air-conditioning.

(d) Percent of gross floor area (sq. ft.) by room type (example: Sixty percent (60%) general classroom, forty percent (40%) faculty offices), (a) that presently exists; and (b) that will exist after project completion.

(e) Discussion of institution's present space utilization factor for similar types of buildings in light of your request.

(f) Estimate of additional annual operating costs with respect to utilities, personnel and maintenance related to the project.

(g) List of new equipment required to make the facility operable, with related cost estimates.

(h) Existing alternatives to the proposed request.

3.3. 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:

(a) Location. Indicate on small location plan, if convenient.

(b) Estimate of project cost and proposed method of financing.

(c) Statement of justification, if the project is temporary in nature.

(d) Estimate of additional annual operating costs related to the project.

(e) Existing alternatives to the proposed request.

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

(a) Reason for purchase and intended use of land.

(b) Location of the land in relation to the institution. Indicate on small location plan, if convenient.

(c) Acreage involved.

(d) Estimate of cost and proposed method of financing. Discussion of the value of any structures located on the land.

(e) 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. 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 3.1 of these rules)

(a) Location as to building identification.

(b) Discussion of the relationship of the new equipment to programs that currently exist at the institution.

(c) Discussion of the relationship of the new equipment to any new proposed programs at the institution.

(d) Discussion of the nature and type of equipment requested.

(e) Estimate of cost and proposed method of financing.

(f) Estimate of additional operating costs related to the project.

(g) Existing alternatives to the proposed request (rent vs. purchase).