



# UC San Diego

## Policy & Procedure Manual

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### FACILITIES MANAGEMENT

#### Section: 530-9 EXHIBIT B

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### USE OF RENOVATIONS AND ALTERATIONS (R&A) FORM

**The purpose** of the Request for Renovations and Alterations (R&A) form is to inform and obtain approvals from necessary administrative offices of proposed construction, renovations or alterations to University owned or University controlled property and facilities, including leased facilities. The R&A form is used when work is funded from any source except the Major Capital Improvement Program and the State Minor Capital Improvement Program. Refer to related PPMs 420-65, 530-9, and 516-7.2.

**Use of 19900 funds** Up to \$35,000 of 19900 funds can be used provided that the project does not result in a capital improvement project. If the project does result in a capital improvement project, 19900 funds cannot be transferred to plant funds.

**Minor Capital Improvement Project** Minor capital improvements are defined as projects that add new space or alter the programmed design or function of space or building systems, including related fixed equipment, and utility and site development improvements.

**A R&A form is required for work falling into any one of the following categories:**

1. Cost estimated to be greater than \$35,000.
2. Change in space classification, e.g., from classroom to office, seminar to laboratory, etc.
3. Subdivision or enlargement.
4. Any change to external aesthetics.
5. Change of space allocation from one department to another.
6. Modifications to existing mechanical (HVAC and plumbing) or electrical systems.
7. Installation/modification of any fire/life safety system (e.g., fire alarm system, fire protection system, alterations/renovations affecting exiting, etc.)
8. Installation of carpeting (Note: a R&A form is not required if carpeting is selected from the Environment, Health and Safety office list of pre-approved materials and applications and if the project is less than \$35,000. See EH&S Web Page: [www-vcba.ucsd.edu/ehs/home.htm](http://www-vcba.ucsd.edu/ehs/home.htm))
9. Installation of window coverings.
10. Any work in leased properties.

**All work must be managed by** Facilities Design & Construction (FD&C) or Facilities Management (FM) through submission of a R&A form. See Para. III.B., PPM 530-9 for policy regarding the management and inspection of the work.

**Signed forms** will be archived by Capital Planning & Budgeting.