FROM: Tammy Price (Director of Finance); Christine Kiel (Deputy Chief of Staff); Austin Calhoun (OME Chief of Staff)

RE: Capital Improvement Guidelines and Process

Following a charge from Peter Mitsch, CFO of the Medical School, we have created capital improvement guidelines and a related process in an effort to standardize space and equipment across all units of the Dean’s Office (Administration, Research, Clinical Enterprise, Education, Faculty Affairs etc).

Each employee in a unit should be equipped with:

- Sit/stand desks if requested
- The standard computer for the Dean’s Office which includes a laptop, docking station and two monitors
- New carpeting and painting per a maintenance schedule created by AHC Facilities
- A chair that is in working order

If office moves or furniture changes are needed, every effort should be made to reuse, recycle — and to use University vendors first. If your move or capital improvement or equipment purchase is going to be over $100, you should seek approval by the Dean’s delegation committee first. **Enter your request via Pipefy and the committee will return a decision as soon as possible.** ("https://app.pipefy.com/public_form/564409")
CAPITAL IMPROVEMENT POLICY

In order to maintain consistency throughout, effective immediately, budgetary units included in Medical School Administration must follow the processes outlined below for any capital improvement expenditures. Items should not be ordered without Finance pre-approval:

Computers
See computer replacement policy.

Desks and Other Large Furnishings
Desks, including standing desks, large shelving, and other significant furniture orders must be routed through Finance for approval prior to ordering. This does not include small items such as desk lamps, etc. Requests for standing desks will be considered on an as needed basis using the standard model that was ordered during the bulk implementation of standing desks.

Office (desk) chairs must be routed through Finance for approval prior to ordering. Every effort should be made to utilize chairs already in our possession prior to ordering a new one. If you aren’t able to fulfill your needs using this method, contact Finance for pre-approval of a new purchase. There are many resources at http://www.dehs.umn.edu/ergo_office.htm to help you identify what chair to order. The standard range for chair price is $600-$700. Once approved, the chair will be purchased using a Dean’s Office facilities budget, rather than the unit’s budget.

Attempts to fulfill other large furnishing needs (shelving, etc) should be made using spare furniture or the Reuse Center. If you aren’t able to fulfill your needs using this method, contact Finance for pre-approval of a new purchase. UMarket will be the preferred vendor and the item will be covered using a Dean’s Office facilities budget, rather than the unit’s budget.

Paint and Carpeting
Requests for paint, carpeting, or carpet replacement should be communicated to Finance. If it is determined that a consultation is appropriate, it will be routed to AHC Facilities for further evaluation. Facilities will make a determination as to whether painting, carpeting, or carpet replacement is necessary. If Facilities determines there is sufficient need, it will be covered using a Dean’s Office facilities budget.

Other Items
The following is a list of items included, but not limited to, that may be subject to this policy. Please contact Finance prior to purchasing;
- Desk chairs (does not include conference room chairs)
- Bookshelves
- Desks
- File cabinets
- Air conditioners/heaters/air purifiers
- Technology upgrades (does not include the computer replacement cycle, which is communicated separately)
- Lighting
- Refrigerators

Notes
- All work done on facilities should be approved and charged through Finance. There is a budget specifically designated for this to alleviate impact on units’ operating budgets
- Phone charges for office moves will primarily be charged to operating budgets, unless otherwise arranged with Finance