CAPITAL IMPROVEMENT PROJECT REQUEST

Request for Minor and Major Capital Improvements should be submitted using this form during the annual budgeting and planning cycle. Any requests tied to a strategic goal or priority should be reported and uploaded in WEAVE to support the request. Please scan and email this completed form as a PDF document to capital@ramapo.edu with “Capital Request” and Project Title in the subject line.

Justification/Description: Please provide a description of this project with details, justification, expected outcomes and connection to Strategic Planning Initiatives/Priorities and/or Facilities Master Plan. Include if there is an effect or impact on the following items along with an explanation: 1) Environmental, Health & Safety; 2) Compliance with Federal, State or local mandates; 3) Asset protection or critical maintenance; 4) Relation to other capital projects; 5) Implications of deferring the project; 6) Alternatives explored; 7) Cost savings or avoidance; 8) Cost Estimate (may consult with Office of Facilities or Capital Planning). Attach additional sheets, supporting documentation such as quotes or any other relevant information.

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Unit Name: __________________________________________
Unit Head: __________________________
Division Head: _________________________
Project Title: ___________________________________________________________________
Project Location: ________________________________________________________________
Identify Potential Funding Sources: _____________________________,
Recurring Cost: Yes ___ No ___