

# **Capital Building or Renovation Project (\$500,000+)**

## **Preliminary Project Details Form**

### **Stage 2**

**University of New Brunswick**  
**Major New Building and/or Renovation Project (\$500,000+)**  
**Preliminary Project Details**  
**(Stage 2)**

**EXECUTIVE SUMMARY**

**Project Description**

UNBF or UNBSJ Project Number:  
 Faculty or Department:  
 Summary Description of the Major Project: (no more than 200 words)

**Estimated Project Cost and Requested UNB Funding**

<b>Costs</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10+</b>	<b>Total</b>
Estimated Project Cost (Class "C" Estimate)											
Expected External or Internal Funding											
Required funds from UNB budget											
Estimated annual operating and maintenance cost											

Date approved: October 3, 2006  
 Effective Date: October 3, 2006  
 Date revised: November 2, 2007

**Project Proponent Signature**

Name: _____	Telephone: _____
Title: _____	Fax: _____
Faculty and/or Department: _____	E-mail: _____
Signature: _____	Date: _____

**Dean(s) and/or Director(s) Signature**

I recommend approval of this major project submission and undertake that in the expected external funds are not obtained or other cost over runs occur and the project proceeds, the resulting funding shortfall will be provided from my Faculty and/or Departmental operating budget.

<b>Name:</b> _____ (Faculty Dean and/or Director)	<b>Signature:</b> _____  <b>Date:</b> _____
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**Approval Signatures****UNB Associate Vice President (Capital Planning & Property Development):**

I have reviewed this major building and/or renovation project and I have determined that:

- the initial cost estimates are reasonable and reflect current construction costs,
- it is capable of being connected to the University's utility infrastructure within relevant codes and other health and safety standards, and
- it conforms to the appropriate campus Master Plan.

<b>Signature:</b> _____	<b>Date:</b> _____
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**Chief Advancement Officer (if relevant to this application):**

I have reviewed this major building and/or renovation project and I have determined that the expected external funding support is reasonable and will likely generate the anticipated support

<b>Signature:</b> _____	<b>Date:</b> _____
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**Executive Director of Research Services (if relevant to this application):**

I have reviewed this major building and/or renovation project and I have determined that the expected research funding support is reasonable and will likely generate the anticipated funds.

<b>Signature:</b> _____	<b>Date:</b> _____
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**PROJECT BUDGET****Estimated Project Cost**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10+	Total
Estimated project cost (Class “C” Estimate) <sup>1</sup> :											
Equipment (itemized list)											
Furnishings											
Other components (itemize)											
<b>Total Project Costs</b>											

**Funding contributions**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10+	Total
Internal cash contributions											
Internal in-kind contributions (itemize)											
External cash contributions											
External in-kind contributions (itemize)											
Potential revenue generation from the project											
<b>Total Contributions</b>											

**Request for UNB Financial Support (i.e. UNB Contribution to Funding Shortfall)**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10+	Total
Funding Shortfall (Project Costs less Contributions)											
<b>UNB Financial Support</b>											

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- <sup>1</sup> Class “C” Estimate presented should include construction cost, professional fees, project management fees, contingency and applicable taxes.

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**OPERATIONS AND MAINTENANCE BUDGET****Operations and Maintenance Cost<sup>2</sup>**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10+	Total
Support staff (salaries/benefits)											
Materials and supplies (63 series)											
Furniture and equipment (64 series)											
Maintenance and repairs											
Utilities (71 series)											
Debt service costs											
Depreciation/amortization (Facility Renewal)											
Other (specify)											
<b>Total Costs</b>											

**Funding contributions**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10+	Total
UNB contributions											
Other organizations (specify)											
User fees											
Other (specify)											
UNB contributions											
<b>Total Contributions</b>											

<sup>2</sup> Outline the annual costs and sources of support committed to ensuring effective operations and maintenance of the project and its programs after commissioning. Do not include research project costs.

**Approval and Recommendation Signatures****Campus Vice President Approval:**

I recommend approval of this preliminary project to the University Management Committee and rank it as #\_\_\_\_\_ of \_\_\_\_\_ campus projects being considered at the preliminary design stage. If applicable, I have discussed this project and its research implications with the Vice President Research.

Name: \_\_\_\_\_  
Campus Vice President

Signature: \_\_\_\_\_  
Date:

**University Management Committee Approval**

On behalf of the University Management Committee I recommend to the Board of Governors that this project be approved and ranked #\_\_\_\_\_ of \_\_\_\_\_ University projects being considered at the preliminary design stage.

Name: \_\_\_\_\_  
President and Vice Chancellor

Signature: \_\_\_\_\_  
Date:

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