# Capital Improvement Policy

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| **POLICY:** Capital Improvement | | | |
| **POLICY NUMBER:** | 420.02.01 | **CUSTODIAN:** | Special Projects Director |
| **APV'D DATE:** | 4/14/2020 | | |
| **EFFECTIVE DATE:** | 4/14/2020 | **REVIEW DATE:** | July 2021 |
| **REFERENCES:** | Finance Purchasing Policy | | |

**Part 1. Policy Background and Purpose**

Facility improvements, regardless of funding source, require careful consideration and coordination; capital improvement projects at White Earth Tribal and Community College (WETCC) shall be coordinated with the Facilities Department to ensure the safety and aesthetics of the property are being maintained.

**Part 2. Definitions**

Capital improvement can include equipment, construction, repair, or improvement of buildings or grounds. Including, but not limited to: new construction, additions, renovations, renewals, repairs, site development, utility services, parking facilities, roads, fixed equipment, and similar projects.

**Part 3. Responsibility**

The Facilities Manager has overall responsibility for the implementation of this policy and the accompanying procedures.

The Facilities Manager is responsible for managing capital improvement projects and will be involved in the planning.

**Part 4. Policy**

Any capital improvement involving the buildings or fixtures of WETCC shall be coordinated with the Facilities Manager.

Students and staff are prohibited from directly purchasing construction materials that will be used to alter the physical facilities. All construction, renovation, or rehabilitation efforts must comply with applicable laws, building codes, standards, and regulations and shall therefore be coordinated with the Facilities Manager.

Standard specifications for blinds, drapes, carpet, floor coverings, and wall coverings are maintained by the Facilities Department to ensure products meet institutional standards of quality, durability, maintainability, and compliance with life safety requirements.

Installed fixtures such as cabinetry, casework, partitions, shelving, etc. shall be coordinated with the Facilities Manager to ensure the aesthetics of the building and property are being maintained.

Installed equipment such as heating, ventilating, and air conditioning units shall be coordinated with the Facilities Manager to ensure compatibility with existing systems.

Capital improvement renovations or remodeling that exceeds $5,000 will require approval from WETCC Council of Trustees.

For repair request see the Facilities Work Order Policy.