

Policy Number: 7-101	Policy Name: Capital Planning and Development Processes - Definitions
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BUILDINGS, INFRASTRUCTURE AND LAND

A. CAPITAL PLANNING AND DEVELOPMENT PROCESSES

7-101 Definitions

- A. Alternative Construction Delivery Methods: Building Delivery Processes that vary from the more standard Design-Bid-Build model. These may include Construction Manager-At-Risk and Design-Build.

- B. Architectural Program: The program is based on in-depth discussion with all identified building users and detailed analysis of standards and guidelines. It expands and redefines the facilities program to fully explain and document the following minimum requirements:
 - 1. Required size, use, occupancy, and furnishing/equipment requirements of all spaces.
 - 2. Required relationships of spaces to other spaces.
 - 3. Required utility services for all spaces and investigations into available utilities.
 - 4. Environmental requirements for all spaces.
 - 5. Traffic/circulation requirements within and without the building. Building service requirements.
 - 6. Tabulation of all net assignable areas.
 - 7. Explanation of probable required non-assignable spaces.
 - 8. Calculation of probable gross building area.
 - 9. Code analysis.
 - 10. Site analysis, including utilities, circulation, service, orientation, adjacent structures, etc.

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11. Program cost estimate.

- C. Asbestos Abatement: Programs to encapsulate or remove asbestos containing materials which, if they become airborne or "friable", would constitute a health threat.
- D. Backfill Plan: A plan for how release space will be reoccupied, including an estimate of associated costs and source of funds.
- E. Building Renewal: Major activities that involve the repair or reworking of a building and the supporting infrastructure that will result in maintaining a building's expected useful life. Building renewal does not include new building additions, new infrastructure additions, landscaping and area beautification, routine maintenance, or demolition and removal of a building.
- F. Capital Committee: A committee composed of four or more Regents charged to provide comprehensive review and approval of the capital development process, where delegated by Board policy, including capital projects, real property transactions, and financing activities.
- G. Capital Development Plan (CDP): A plan for identifying capital building projects that each university intends to initiate during the following fiscal year, including a fiscal management plan.
- H. Capital Improvement Plan (CIP) (Annual): Every year the universities are required to prepare a Capital Improvement Plan that contains proposals for spending on land acquisition, capital projects, energy systems, energy management systems and building renewal. This CIP is to include a one-year plan and at least a two-year forecast of proposed capital activity.
- I. Capital Projects: Buildings, structures, facilities, infrastructure and areas constructed, renovated, or improved for the use or benefit of the Arizona Board of Regents, the universities under its jurisdiction, and the State of Arizona. (Major capital projects are those projects with a total project cost of Two Million Dollars (\$2,000,000) or greater.)

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- J. Construction Documents: Those documents used for the solicitation of bids and the subsequent construction of a project. These include the bidding documents, contract forms, technical and general specifications, drawings, any addenda issued during the bidding process and any approved change orders.
- K. Debt Ratio: The numerator of the debt ratio shall include fiscal year debt service on outstanding and proposed bonds and certificates of participation, as shown in the most recent capital improvement plan, and the denominator shall be comprised of total projected expenses.
- L. Deferred Maintenance: Facility condition deficiencies identified through physical inspections where deterioration and/or life safety concerns are evident and affect the proper functioning of the facility. Typical building components with deficiencies include: heating, ventilation and air conditioning, roofs, flooring, walls, ceiling and lighting, electrical and plumbing. Deferred maintenance does not include routine maintenance needs.
- M. Demolition: The removal of all or any part of a structure for any purpose.
- N. Disabled Access: Refers to making buildings and facilities accessible to individuals with disabilities, consistent with the Americans with Disabilities Act, through the elimination of architectural and communication barriers to the extent those barriers prevent access to programs, services and activities. Examples of modifications addressed to allow access by those with mobility impairments may include, but are not limited to: doorways, accessible paths of travel, restrooms, and seating areas. Other examples are modifications to accommodate individuals with visual and hearing impairments and may include, but are not limited to special signage, telecommunications, emergency alarms, and elevator modifications.
- O. Facilities Program: Identifies future space requirements using the Regents' Space Guidelines, and other relevant planning guidelines. The program considers facility use information, projections of future use, and other related characteristics. The program document shall include, at a minimum, the following:

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1. An identification of the total amount of space in terms of quality and quantity (count of rooms and net assignable square feet by room type).
 2. An estimate of net assignable square feet by room type and total gross square feet.
 3. Justification of space needs.
 4. Enrollment activities, research projections, and/or other information, and how these support facility and/or campus needs.
 5. Reference to relevant standards and guidelines from comparable institutions as appropriate (e.g., Regents' Space Guidelines, CEFPI).
 6. Discussion of locational determinants for the facility and for the principal elements within the facilities program.
 7. Documentation of special physical requirements which would influence project costs. Other information necessary for the solicitation of architectural and engineering services.
 8. A preliminary total project cost estimate based upon the above information.
- P. Fiscal Management Plan: A plan that identifies and justifies the source of funds, financing instruments, term and approaches (e.g., lease-lease/back), annual debt service, source of funds for debt service coverage, impact on tuition and annual operations and maintenance costs (including source of funds) for any capital project a university proposes to undertake. The plan will also address the potential impact of the project on university debt capacity and bonding authority (if applicable).
- Q. Fixed Equipment: Consists of permanently affixed/installed furniture, fixtures and equipment. Examples include but are not limited to: elevators, bulletin boards, kitchen cabinets, environmental walk-in boxes, building directories, library shelving, drinking fountains, signage, plumbing

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fixtures, building mechanical systems, chalkboards, backbone telecom/data/systems and electrical systems, fume hoods, fixed electronic equipment, and fixed theater or classroom seating, as well as other fixtures and equipment installed with the intent of permanent use in that location.

- R. Furniture/Fixtures and Equipment (FF&E): Moveable furniture, fixtures, or equipment that requires no permanent connection to utilities or to the structure. They may require utility outlets, but are plug-in types. Examples include but are not limited to: moveable or non-fixed theater or classroom seating, electronic equipment, desks, chairs, bookcases, files, waste receptacles, easels, partitions, refrigerators, tables, credenzas, stools, typing stands, computer stands and other furniture, including interior wall/furniture systems. FF&E also includes scientific or technical equipment such as autoclaves, centrifuges, lasers, spectrometers, shop equipment/tools, kilns, and microscopes.
- S. Infrastructure: Nonbuilding improvements that directly support operating a facility that is listed in the annual building system such as, but not limited to, utility delivery systems, (e.g., steam and chilled water) roadway systems, external lighting systems, irrigation systems, sidewalks and parking lots. Additional campus infrastructure includes: campus grounds, other circulation systems (bike paths, pedestrian routes, etc.), and parking structures.
- T. Land acquisition: The procurement of real property by gift, grant, purchase, lease purchase, condemnation or other lawful means.
- U. Life Safety/Code Upgrades: Those items specifically related to compliance with life safety codes. Examples include but are not limited to: elimination of dead-end corridors, improvement of building exits, installation of fire sprinklers in existing construction, eliminating hazardous conditions, etc.
- V. Major Maintenance: The periodic need to repair/rework building and infrastructure systems or components. Examples include but are not limited to: reroofing, disassembling and rebuilding air-conditioning system water chillers and other long-term maintenance requirements.

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- W. Master Plan: A document setting forth the concepts and guiding principles for future land use and development of campus facilities and infrastructure.
- X. New Construction: The creation of a new facility or the addition, expansion, or extension of an existing facility that adds to the building's overall gross square footage. Examples include but are not limited to: additions to existing facilities, construction of portable or temporary buildings, etc.
- Y. Release Space: Space vacated in the existing inventory of campus buildings as a result of new space being added to that inventory (e.g., new construction, lease, etc.).
- Z. Renovation: The reworking of an existing building or portion of an existing building, including the upgrading of major systems, which extends the useful life. Renovation includes the major replacement, or upgrading of building systems, components, or fixed equipment that is necessitated by facility obsolescence, change in use, ADA requirements, code requirements, physical plant wear-out, and/or related interior space modifications and aesthetic improvements. Examples include but are not limited to: demolition of the interior of a building or portion thereof including the removal and subsequent replacement of electrical, plumbing, heating, ventilating and air conditioning systems, fixed equipment, floor coverings and interior walls and partitions (whether fixed or moveable). The renovation of historic buildings that meet the evaluation criteria listed in the National Register of Historic Places shall be performed in accordance with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and in consultation with the State Historic Preservation Office.
- AA. Routine/Preventive Maintenance: The recurring need to keep in good repair building and infrastructure systems or components. Examples include but are not limited to: replacement of cooler pads, air filters, light bulbs, drive belts, lubrication, painting schedules, elevator maintenance, and other required scheduled maintenance.

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- BB. Shell Space: Building space that has not been finished as part of the original construction project. Examples include but are not limited to: unfinished areas of a building such as floors and basements.

- CC. Sub-area Plan: A plan representing a portion of the campus that is less than the area covered by the Master Plan. Sub-area planning shall provide additional details and the necessary information for implementing the concepts and principles established by the Master Plan.

- DD. Total project cost: The full cost of a project that includes all direct construction costs (material, labor, site development, utilities, and infrastructure, extension, inflation adjustment, etc.) and indirect costs (land acquisition, architectural and engineering fees, furniture/fixtures & equipment, contingencies, etc.)