



## PROCEDURE

Charges for Special Work or Projects

Procedure Administrator: Senior Vice President for Facilities and Operations  
Authority: N.J.S.A.18A

Upon the submission of a work order, Facilities & Operations personnel will provide an estimated cost for repairs, renovations, or other related work covering labor, materials, and other related costs.

- A. Budget Unit Managers will provide approval in writing prior to any expenditures or work performed.
- B. All changes/reassignments of space involving 2,000 square feet or more and/or a project cost of \$25,000 or more must be requested via the Space Request and Renovation Form. Improvements to existing space that require multiple trades (e.g., carpenters and electricians), have a total dollar value over \$25,000, involve systems furniture installation, affect code requirements, and/or require professional design services are considered project-level renovations and are subject to review by the Space Management Advisory Committee.
- C. The Division of Facilities & Operations will record all expenses including labor and any other costs related to the special work or project in the Computerized Maintenance Management System.
- D. Recorded expenses will be forwarded to the Departmental Budget Unit Manager for the transfer of funds after completion of the work or project.

### Review History:

	03/14/2023
General Counsel	04/21/2023
Cabinet	05/24/2023
President	05/24/2023