

HSC Research Space Renovation/Construction Project Procedures

To create the most positive outcomes for HSC schools and departments, ALL **proposed** construction/renovation projects involving **HSC research space** must be submitted to the Office of Research PRIOR to obtaining cost estimates.

The Office of Research will work with the school or department proposing the construction to:

1. Identify funding opportunities that might be available
2. Identify requirements for Biosafety Officer, Radiation Safety Officer or other compliance involvement in the planning phase
3. Refer the project to the HSC Facilities Office to determine whether the project meets the criteria for a **Capital Project**. Every HSC construction/renovation project (regardless of scope) must be coordinated through Robert Fondino in the HSC Facilities Office before involving any office or group external to the UNM HSC. This process will ensure that our projects move most effectively and efficiently through all approvals.

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Capital Projects

The UNM Board of Regents revised their policies in April, 2014 in regards to approvals for purchases including all types of building, leasehold, infrastructure and landscape construction projects.

These projects are not all **Capital projects** even though they may include some type of “construction” and many projects may require the services of architects and engineers. These projects are often undertaken due to **non-capital requirements** such as: maintenance, replacement of obsolete and broken building components or building code violations due to deferred maintenance, some projects may be undertaken due to equipment renewal. Projects undertaken for these reasons are not **Capital Projects** unless they meet one of three criteria:

1. The “construction” results in additional square feet of usable space.
2. The “construction” results in a significant change in the purpose of the space, for example a hospital laboratory changes to a recording studio. Conversely renovating a lab or changing the type of procedures in a lab is not normally a **Capital Project**, just as making two offices out of one office is not a **Capital Project**.
3. The “construction” results in significantly extending the life of the entire building. This normally entails completely reducing a building to a shell and replacing all the interior of the building and much of the exterior roof, stucco, etc.