

Facility Upgrade Capital Budget

Project Information

Facility Name	Example Main Campus
Project Title	HVAC System Upgrade
Project Manager	Jane Doe
Fiscal Year	2024-2025
Submission Date	2024-05-17

Budget Breakdown

Item/Category	Description	Quantity	Unit Cost	Total Cost
Removal of Old Units	Disposal of outdated HVAC equipment	1	\$4,000	\$4,000
HVAC Units	Purchase of 4 new HVAC units	4	\$6,500	\$26,000
Installation Labor	Professional labor costs	1	\$8,000	\$8,000
Electrical Upgrades	Circuit and wiring improvements	1	\$3,500	\$3,500
Contingency	10% of total estimated cost			\$4,150
Total Estimated Budget				\$45,650

Funding Source(s)

Source	Amount
Capital Improvement Fund	\$30,000
Grants	\$10,000
Reserve Budget	\$5,650

Project Timeline

Milestone	Estimated Date
Planning and Design	2024-06-15
Procurement	2024-07-10
Installation	2024-08-01
Testing & Commissioning	2024-08-20

Important Notes

- Ensure all estimated costs include applicable taxes and fees.
- Project timelines are subject to change based on supply and contractor availability.

- Obtain necessary approvals before proceeding with purchases or contracts.
- Document justification for each budgeted item to support funding requests.
- Regularly review and update the budget as the project progresses.