

# 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| Removal of Old Units   | Disposal of outdated HVAC equipment | 1        | \$4,000   | \$4,000    |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.