Capital Projects – Commonly Used Terms

Agreement (construction): The contract between the University and the contractor for construction of a project.

Alternate: A proposed change in the work, as described in a bid, which, if accepted, may result in a change to either the contract sum, contract time, or both.

Beneficial Occupancy: A stage in the work when the University occupies or otherwise uses all or any part of the work prior to Substantial Completion.

Bid: A complete and properly signed offer to do the work for the sums stipulated therein, submitted in accordance with the bidding documents.

Capital Improvement Budget (CIB): The budget form, prepared for each capital improvement project, which itemizes estimated costs for each construction element (also called the project budget).

Change Order: A post-award modification to a construction contract. A change order may clarify, revise, add to, or delete previous requirements of the work, adjust the contract sum, or adjust the contract time.

Detailed Project Program (DPP): A document describing a project in detail; an explanation of how and why a project is being developed that provides the designers with a Facility’s standard architectural and engineering criteria, and shows how the project meets the University’s and Facility’s goals. The DPP may be prepared by a planning department, by a design professional, or by another consultant.

Environmental Impact Report (EIR): A Facility-prepared report that documents in detail the probable environmental impact of proposed project. The EIR process includes publication and public review of a draft report. The final EIR incorporates responses to all comments received during the review period and also proposes measures designed to mitigate significant environmental impacts and a program for monitoring mitigation measures.

Facility: A University of California campus, laboratory, unit of the Division of Agriculture and Natural Resources, or the location of any other administrative unit.

General Funds: Funds in the budget for current operations and support from the state or from University sources.

Initial Study: A study prepared by the Facility during a project’s planning phase that classifies the project’s probable environmental impact. The Initial Study identifies areas of environmental concern and assesses whether potential impacts are sufficient to require the preparation of an Environmental Impact Report. If no significant impact exists, a Negative Declaration is prepared instead.
**Long-Range Development Plan (LRDP):** A broad, comprehensive plan expressing policy as approved by The Regents on proposed future physical planning and development of a University Facility or its outlying areas.

**Maintenance:** The ongoing upkeep of buildings, equipment, roads, grounds, and utilities required to keep a Facility in a condition adequate enough to support the University’s academic, scientific, and public service functions.

- **Deferred Maintenance:** Maintenance, repair, and replacement work delayed from previous operating budget cycles due to lack of funds.
- **Emergency Maintenance:** The repair or replacement of facility components or equipment requiring immediate attention because the functioning of a critical system is impaired or because health, safety, or security of life is endangered. Emergency maintenance supersedes all other categories of maintenance.
- **Planned Maintenance:** The upkeep of property, machinery, and facilities including buildings, utility systems, roads, and grounds. Planned maintenance is usually characterized by its routine or recurring nature. Its purpose is to keep facilities functional. (Planned maintenance is also called programmed or scheduled maintenance.)
- **Preventive Maintenance:** The periodic inspection, adjusting, minor repair, lubricating, reporting, and data recording necessary to minimize building equipment and utility system breakdowns and to maximize system and equipment efficiency.