

# Capital Construction Request Summary Instructions

## Purpose

- The Capital Construction Request Summary shows all of the Capital Construction Project Requests entered by the agency. It also reflects the totals of all of the Building Renewal Projects, by Category - ADA, Fire/Life Safety, Deferred Repair, and Energy Conservation. The Request Summary screen is used by an agency to designate its capital construction priorities.

**Time-Saver TIP**  
Set default options to avoid repetitive selections of **Agency, Division and Version**. Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

## Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on **Request Summary.** The **Capital Construction Request Summary** Screen will be loaded.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency and Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

1. Select **“All Assets”** from the **Building/Land** drop-down. This will provide a list of all capital construction projects and building renewal categories.
2. Click **Edit**. This will allow you to set the **Priority** number for each capital construction request relative to the building renewal categories.

Description	Priority	Program	Program Name	Total	Prior Exp	FY21 Appr/Reappr	FY22 Request	FY23 Request	Future Request
DEFERRED REPAIR	0			\$4,500			\$4,500	\$0	
ENERGY CONSERVATION	0			\$10,000			\$0	\$10,000	
FIRE/LIFE SAFETY	0			\$0			\$0	\$0	
ADA	0			\$0			\$0	\$0	
FERGUSON HOUSE	0	921	FERGUSON HOUSE REPAIRS	\$316,000			\$1,000	\$135,000	\$180,000
<b>Total</b>				<b>\$330,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$145,000</b>	<b>\$180,000</b>

- Within the **Request** section, projects may be sorted by **Description**, by **Priority** number, or by **Program**. Simply click on the column headings to re-sort the list in the desired order.
- Enter a unique **Priority** number for each project or building renewal category. Rows with **\$0 Total Cost** do not need to be prioritized.

3. Select the **Narrative** section of the screen (the blue triangle expands/collapses the section). Use the **Narrative** to provide explanation of your agency's priorities for capital construction and to highlight any critical policy or other issues that relate to the construction priorities.

- The **Explanation of Priorities** tab contains single, unlimited edit window.
- All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements. This value is updated when **Refresh** or **Save** are clicked.

**Explanation of Priorities**

Supporting Information (unlimited) Minimum Characters: 50

The first two priorities are important building renewal projects for the Agency - Energy Conservation and Deferred Repair in that order. The Energy Conservation projects take first priority due to the increasing cost of fuel and other energy sources.

Browse... Attach

Save View Mode Reset

**Formatting TIP**  
Avoid the use of **hard returns** when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, scroll your mouse over the icon for a description of that feature. The **Maximize the Editor Size** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features, or by using the **Copy** and **Paste** buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied on Save.
- **Attach supporting files** (e.g., facilities master plans, program statements, picture files, etc.) by clicking the **Browse...** button to locate the desired file and then clicking the **Attach** button.