

Building Renewal Project Copy Instructions

Purpose

- Allows an agency to copy Building Renewal Projects which were submitted in the 2023-2025 budget request, but are not yet completed, to the 2025-2027 budget request.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on “**Bldg. Renew. Copy.**” The **Copy Building Renewal Projects** Screen will appear. The screen is split into two list boxes, **Select Agencies** and **Select Building Renewal Projects**.

- The “Target” is the current budget cycle. The “Source” is the previous budget cycle.
- Only projects that were included in the final version of the source budget cycle may be copied.

**Capital Construction/
Building Renewal**

- ↳ Request Summary
- ↳ Reaffirmations
- ↳ Cap. Const. Projects
- ↳ Bldg. Renew. Projects
- ↳ Bldg. Renew. Copy

Copy a Building Renewal Project Copy

Select an **Agency** from the list in the left selection box from the agencies that have been assigned to you.

1. Select **Building Renewal Project** from the right selection box.

Copy Building Renewal Projects ?

Budget Cycle (Target) : 2025-2027 Budget Cycle (Source) : 2023-2025

Select Agencies

***** ALL AGENCIES *****

013 - DEPT OF EDUCATION

031 - MILITARY DEPARTMENT

033 - GAME & PARKS COMMISSION

046 - DEPT OF CORRECTIONAL SERVICES

047 - EDUCATIONAL TELECOMMUNICATIONS COMM

050 - NEBRASKA STATE COLLEGES

051 - UNIVERSITY OF NEBRASKA

054 - STATE HISTORICAL SOCIETY

065 - DEPT OF ADMINISTRATIVE SERVICES

Select Building Renewal Projects

[COPIED] 65B0000300B - 1526 BUILDING : ROOF - REPLACE COOLING TOWER

[COPIED] 65B0000300B - 1526 BUILDING : INTERIOR - ELEVATOR UPGRADE/ADA

[COPIED] 65B0000300B - 1526 BUILDING : ENERGY - LIGHTING AND LIGHTING CONTROLS REPLACEMENT

[COPIED] 65H0231900B - 50 BED SKILLED NURSES CARE : INTERIOR - ADA MODIFICATIONS

[COPIED] 65H0231900B - 50 BED SKILLED NURSES CARE : INTERIOR - ADA RESTROOM UPGRADE

[COPIED] 65H0231900B - 50 BED SKILLED NURSES CARE : SITEWORK - BUILDING DRAINAGE

[COPIED] 65H0231900B - 50 BED SKILLED NURSES CARE : ELECTRICAL - LIGHTING REPLACEMENT

[COPIED] 65H0231900B - 50 BED SKILLED NURSES CARE : BUILDING - STORM SHELTER

[COPIED] 65H0231900B - 50 BED SKILLED NURSES CARE : MECHANICAL - CHILLER REPLACEMENT

[COPIED] 65E0154900B - ACUTE CARE #10 : ROOF - ROOF REPLACEMENT

[COPIED] 65E0154900B - ACUTE CARE #10 : MECHANICAL - AIR HANDLER REPLACEMENT

[COPIED] 65E0154900B - ACUTE CARE #10 : BUILDING - WINDOW REPLACEMENT

[COPIED] 65J0158000B - ADMINISTRATION #16 : MECHANICAL - KITCHEN HOODS

[COPIED] 65J0158000B - ADMINISTRATION #16 : MECHANICAL - REPLACE STEAM VALVE CONTROL

[COPIED] 65J0158000B - ADMINISTRATION #16 : ELECTRICAL - LIGHTING REPLACEMENT

[COPIED] 65J0158000B - ADMINISTRATION #16 : ENERGY - REPLACE BOILER BURNER

[COPIED] 65J0158000B - ADMINISTRATION #16 : ROOF - ROOF REPLACEMENT

[COPIED] 65E0154800B - ADMINISTRATION #9 : BUILDING - WINDOW REPLACEMENT

[COPIED] 65E0154800B - ADMINISTRATION #9 : WATER - WATER MAIN REPLACEMENT

Copy Attachments ?

- Projects are sorted in **Asset Tag** order.
- Multiple projects may be selected.
 - Hold **CTRL** key to select multiple individual projects that are not in sequence.
 - Hold **SHIFT** to select a range of projects.
- If a project has been copied previously, **[COPIED]** will appear at the beginning. If it is recopied, any changes previously made to the project in the 2025-2027 budget cycle will be overwritten.

2. Check **Copy Attachments?** to also copy attachments from the 2023-2025 budget request.
3. Click to copy the selected project(s) to the 2025-2027 budget request.
4. Upon completion, copied projects will be listed in the Summary section of the Building Renewal Projects screen.