ACTION UNDER PRESIDENT’S AUTHORITY – APPROVAL OF THE BUDGET FOR CAPITAL IMPROVEMENTS AND THE CAPITAL IMPROVEMENT PROGRAM, OFFICE OF THE CHANCELLOR SUITE UPGRADES, SAN FRANCISCO CAMPUS

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>San Francisco</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT</td>
<td>Office of the Chancellor Suite Upgrades</td>
</tr>
<tr>
<td>PROJECT NUMBER</td>
<td>927263</td>
</tr>
<tr>
<td>PROPOSED ACTIONS</td>
<td>Approve the project budget of $156,000</td>
</tr>
<tr>
<td>PREVIOUS ACTIONS</td>
<td>None</td>
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</tbody>
</table>

**PROJECT SUMMARY**

**PROJECT DESCRIPTION**

Replace the following systems that are at the end of their serviceable life:

- Damaged acoustical ceiling tiles - replace with new ceiling tiles.
- Wall mounted fixed cabinetry and worn office furniture – replace with new movable furniture systems.
- Old, worn carpeting – replace with new carpet squares.
- Existing demising wall - leave space as open area.
- Wall coverings – replace with new paint.
- Drop-in cook top burners – replace with countertops only.

**TOTAL PROJECT COST**

- $156,000

**FUNDING SOURCE(S)**

- Campus Funds

**SQUARE FOOTAGE**

- 1,277 Gross Square Feet [GSF]
- 1,182 Assignable Square Feet [ASF]
- Efficiency ratio – ASF/GSF: 92%

**UNIT COSTS**

- Project Cost/GSF: $122

**ISSUES**

- This suite was last renovated over 20 years ago.
- The suite has recently completed reorganization resulting in a 43% reduction in staff.
- Several items are in disrepair and in need of updating (e.g., carpeting, ceiling tiles).
RECOMMENDATION

It is recommended that:

Pursuant to Standing Order 100.4(q) and the Regents’ Policy on University-Provided Housing that the President:

A. Amend the 2010-11 Budget for Capital Improvements and the Capital Improvement Program to include the following project:

San Francisco: Office of the Chancellor Suite Upgrades – construction and equipment - $156,000 to be funded from campus funds.

B. Approves the project and the scope of which is anticipated to include the items set forth in Attachment 1.

Approved:

Mark G. Yudof
President of the University

12/17/10

ATTACHMENTS:
Attachment 1: Project Description
Attachment 2: Project Budget
### PROJECT DESCRIPTION

#### A. CONTEXT AND GOALS
- The current suite configuration and finishes have been in place for more than twenty years.
- Current processes have been streamlined and automated and roles have been combined, resulting in a 43% reduction in staff.
- Two offices have been combined into one physical space, which needs to be reconfigured (e.g. new modular furniture design) to support the new structure.
- The changes to Office of the Chancellor suite will improve circulation and efficiency.
- The new office furniture and interior design elements will accommodate current needs and last for many years to come.

#### B. PROJECT DESCRIPTION AND SCOPE (a)

The scope of project work involves the Chancellor’s reception and support staff areas, kitchen area and the Senior Management office area. Electric and computer service will be relocated as needed throughout the scope areas to support the modular office furniture.

Senior Management area consists of 3 offices:
- Remove old and soiled wall coverings and repaint
- Remove old and worn carpeting and replace with new carpet squares
- Remove existing furniture setup and replace with new movable furniture systems
- Reconfigure an old office into a hotel office

Reception and Administrative Support Staff area:
- Remove old and damaged acoustical ceiling tiles and replace with new ceiling tile system
- Remove old and soiled wall coverings and repaint
- Remove old carpeting and replace with new carpet squares.
- Remove old chipped wall-mounted cabinetry and office furniture and replace with movable furniture systems
- Remove existing demising wall and leave as open area for better office layout and circulation

Kitchen area:
- Removal of old drop-in cooktop burners and replace with new countertops only
- Replace existing light fixture over sink with new energy efficient light fixture
- Install new undercounter energy efficient light fixtures

### C. LOCATION

| Site | Office of the Chancellor, San Francisco campus |

### D. SCHEDULE

| Construction Start | December 2010 (upon approval) |
| Completion | January 2011 |

### E. SUSTAINABILITY

| Target LEED™ Rating | N/A |

### F. PROJECT CONFORMANCE

(a) Additional information on project budget and cost drivers may be found in Attachment 2 (Project Budget) and Attachment 3 (Funding Plan).
<p>| California Environmental Quality Act (CEQA) | • In accordance with the University of California guidelines for the implementation of the California Environmental Quality Act (CEQA), the proposed project qualifies for a Categorical Exemption under Section 15301, Class 1 Existing Facilities, and under Section 15304, Class 4 Minor Alterations to Land. Per CEQA Section 15300.2, none of the exceptions to the exemption apply. |
| Expenditures will be accounted for and reported consistent with the implementing requirements on expenses incurred in support of official responsibilities of the President and Chancellors (Business and Finance Bulletin G-45). | • The campus will provide a financial report of the expenditures for this project to the Office of the President-Vice President of Budget and Capital Resources. |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Clearance</td>
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<tr>
<td>Building</td>
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<tr>
<td>Exterior Utilities</td>
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<td>Special Items (^c)</td>
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<td>Project Total</td>
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\(^a\) Design Professional  
\(^b\) Campus Administration includes project and contract management staff  
\(^c\) Fire Marshall Review