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## 4.13 Physical Development Funding Guidelines

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### **4.13.01**

SHC Physical Development Budget is responsible for all Capital Improvement Projects, and New House Provisions.

1. **a.** Capital Projects/Improvement shall be defined as: any major system or structural renovation/replacement; any purchase or project over 3% of the year's routine maintenance budget.

### **4.13.02**

All purchases and/or contracted work over the amount of \$500, made by the Maintenance Coordinator or the Maintenance Vice President, must have at least three bids except in an emergency case.

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