

**Transmittal for Approval of Projects  
below the Major Maintenance Threshold**

TO: Office of the State Architect

DATE:

PROJECT TITLE:

FACILITY:

SBC NO.:

Attached is an SBC-1 form identifying the above-referenced project for your approval and reporting to the State Building Commission, per Item 2.01.A.6 of the *SBC Bylaws, Policy and Procedures*, which means this is a **maintenance** project between \$100,000-\$500,000, funded with Major Maintenance or Operating Funds, or a maintenance project below \$500,000 and funded with Capital Maintenance. There are no bond proceeds or residual proceeds from bond funding in this project.

**Requested Action:**

I have vetted the request, scope and budget, reviewed the SBC-1 form for its accuracy, and confirmed the project scope and funding is in compliance with the intended use of this SBC policy.

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Head of Capital Projects  
*(I attest to the above)*

APPROVED:

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Peter L. Heimbach, State Architect

*(I confirm the request and project scope is in compliance with the intended use of this policy)*

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Angela Scott, Capital Budget Coordinator

*(I confirm the project funding is in compliance with the intended use of this policy)*