

CPFM Department: Planning & Design	SOP Number: CPFM-PD-2
	Effective Date: 10/1/2025
Title: Art Budget for Projects	Revision Date: 5 years
	End Date: Indefinite

Signature:	Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)
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POLICY: Art Budget for Construction or Renovation Projects

PURPOSE: To establish a standard operating procedure for incorporating an art budget as part of the budget for major construction and renovation projects.

PROCEDURE: Recognizing how art supports the educational objectives and programs of the university through enriching and unifying the visual environment and aesthetic experience of the campus, CPFM will reserve funds for the acquisition of works of art for construction and renovation projects that require Board of Trustee approval (currently \$3M or more).

Works of art for construction/renovation projects are to be acquired under the direction of the Vice President for Campus Planning & Facilities Management, the Director of the Putnam Art Collection, and the Assistant Vice President for Planning & Design / University Architect.

As a general guideline, the art budget for these construction and renovation projects will be set at 1% of the total project budget (including soft costs), with a cap of \$500,000 per project. This budget will provide for the acquisition, commissioning, and installation of works of art, which will be fully integrated into the scope of the project. Other non-project funding can be added to the art budget with no cap limitation.

A project will be considered ineligible for an art budget if features or characteristics inherent in the architectural design of the building are considered works of art in themselves, or if the project is to be supplied with an adequate amount of art outside of the normal project procurement process.

A project can be exempted from an art budget if it is primarily funded by the Division of Campus Services (Parking, Dining, Housing, etc.), works of art would be out of place in or on the building, or there will be little opportunity for public appreciation of works of art in or on the building.

As part of CPFM's project budget development, all art related expenditures will be allocated to the *Managed Service Provider 102704* account expense code within each CIP account. The Director of the Putnam Art Collection will be responsible for managing the funds for art allocated to this account expense code, and must reconcile all art related expenses to this code in coordination with the assigned Construction Manager.