
Appendix I: Example of a Background Information Form, Form CR3

The form on the following page is used to provide the BOR with background information for a project. This particular form helps detail elements regarding capital outlay. This form should be completed for all projects that involve existing structures, such as renovation projects, all roofing projects, and all regulatory projects.

Form CR3 - Background Information

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
Capital Outlay Project Request
__ MAJOR __ MINOR __ PAYBACK __ MRR
(Check Project Request Type)

For Use with each Renovation & Environmental Safety and Regulatory Project Request

Institution: _____

Project Title: _____

Anticipated Funding Year: _____

Campus Priority No. (Within Funding Year): _____

RENOVATION PROJECT

Building Information

Building Name: _____

Building Number: _____

No. of Stories: _____ Total existing building area: _____

Date building was originally constructed: _____

Date(s) and extent of renovation(s): _____

Building structural system/ wall / roof construction: _____

Roof Information

Roof Age: _____ years

Roof Area: _____ s.f.

Roof Type: _____

Type of Roof Warranty: _____

Roof Warranty Valid Thru: _____

Describe the present condition of the roof, flashing, parapet, etc. _____

Proposed Renovation

Gross Floor Area to be renovated: _____ gsf

Describe the present condition of the building (interior and exterior): _____

Describe the proposed renovation: _____

Has presence of hazardous materials been investigated? _____

If yes, attach a copy of the study or report and describe extent and estimated cost of required abatement. _____

Describe extent of required site work (utilities, parking, etc.): _____

Note any special conditions which may impact the construction schedule or costs: _____

List functions/programs currently housed in the building and describe relocation plans. _____

List proposed functions/programs and indicate current location. _____

ENVIRONMENTAL / SAFETY / REGULATORY PROJECT

Brief Description of Environmental/Safety/Regulatory Project (if applicable): _____

Planning (To Be Completed for all Renovation and Regulatory Projects)

Has a design professional been contacted/retained? _____

If yes, attach a copy of the study or proposal.

Attach the following additional information:

1. Campus map with building highlighted and affected area identified
2. Photographs showing overview and details of existing conditions
3. Floor plan with overall dimensions and area (existing & proposed, if applicable)