
APPENDICES: MRR PROCESS DOCUMENTS AND FORMS

This Appendices includes samples of the MRR process documents to streamline and simplify the request development process. Samples of reports are shown, and examples of BOR standardized forms are also included. The documents included in this Appendix are:

Document Name	Purpose of Document
Appendix A: Steps in Developing a Successful MRR Request	This simple flow chart shows the steps in developing and submitting a MRR funding request.
Appendix B: Calendar of Important MRR Milestones	This calendar shows important dates in the MRR process.
Appendix C: Facilities Survey Matrix	The Field Survey Matrix shows the task associated with performing a facilities survey.
Appendix D: Facilities Survey Scope Sheet	The Facilities Survey Scope Sheet shows the items that fall into each category to include in a thorough facilities survey.
Appendix E: Example Facilities Survey Report	The Example Facilities Survey Report shows a sample of a survey report.
Appendix F: Example of a Findings and Recommendations Cost Estimate Form	This form is used to provide the institution with a summary of survey findings, the recommended funding source, the priority level of the project, and the estimated project costs.

Document Name	Purpose of Document
Appendix G: BOR Summary List of Request for Regular MRR Projects, Form SUM-MRR1	This is a sample of the standardized BOR Request for Regular MRR Projects.
Appendix H: BOR Summary List of Request for Regulatory MRR Projects, Form SUM-MRR2	This is a sample of the standardized BOR Request for Regulatory MRR Projects.
Appendix I: BOR Background Information Form, Form CR3	This form 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.
Appendix J: Preliminary Program of Requirements, Form CR4	This form provides the BOR with a list and description of each functional type of assignable space that will be in the project.
Appendix K: BOR Construction Cost Data Form, Form CR5	This form is used to provide the BOR with background information and construction cost data.
Appendix L: BOR Project Budget Worksheet, Form CR6	This form is used to provide the BOR with estimates of the project costs including construction, engineering, A/E, equipment, special costs, and contingencies.
Appendix M: BOR Project Record & Approval Form, CR7	This form must be submitted for all MRR projects. This form is ultimately returned when a project is approved in the appropriate allocations listed on the form by the Office of Facilities, and then the R&A form is returned to the campus.