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## GLOSSARY

The following is a glossary of terms and acronyms frequently associated with MRR projects.

**A/E:** Architecture and Engineering.

**ADA (Americans with Disabilities Acts):** Specific regulations, from 1990 federal legislation and adopted by the State, intended to assure an appropriate level of accessibility to facilities and programs.

**ASF (assigned square feet):** Sometimes referred to as Net Square Feet or net Assignable Square Feet: The sum of space allocated to the major room use categories and measured at interior walls of the rooms. Assigned square feet does not include building service areas (cleaning, public restrooms, mechanical rooms) or circulation areas such as corridors and lobby areas.

**auxiliary facilities:** Facilities that are revenue generating in their own right and are not part of the academic mission of the institution. These are facilities that generate revenue through fees, charges, etc. Examples of auxiliary facilities are sports facilities, dormitories, bookstores, parking lots/decks, etc.

**BOR:** Board of Regents of the University System of Georgia.

**Capital Project:** The construction, addition, expansion, renovation or removal of buildings, roads, walks, structures and other site features.

**construction cost estimate:** An estimate for construction-related costs that is based on approved building program requirements. The estimate should include the information necessary to identify the true and accurate cost to construct the project. This type of estimate should be broken down into the 16 sections of the Construction Specifications Institute (CSI) format. In addition to construction costs, the estimate should include costs for the General Contractor's fee, Contractor's overhead and mark-up/general conditions, performance bond, design contingency, loose equipment, Resident Engineer Inspector, Architect and Engineers fees, and any other special cost items which might be required for the project.

**deferred maintenance:** Maintenance postponed for the specified period due to a conscious, analytically-based decision to allocate resources to more critical needs based on a maintenance plan. Because routine, preventive maintenance is generally funded with M&O money, deferred maintenance that adversely affects MRR objectives is undesirable.

**Facilities Inventory System (FIS):** An annual inventory taken to assess all space on the campus. This inventory accounts for all space on the campus, distinguishes between gross square footage and resident instruction space and includes the age of the space. This inventory is used by the BOR to determine M&O and MRR allocations for the coming year.

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## GLOSSARY (CONT.)

**Facilities Survey:** A comprehensive evaluation of the facilities that make up a campus. This survey is, at least, an extension of the annual FIS update. The Facilities Survey, however, must include detailed information about the condition of the facilities, and the needed repairs and renovations that are needed based on the condition of each space. While conducting the survey, it is wise to establish a priority level for the documented repairs. This will help prioritize MRR projects.

**GSF (gross square feet):** The total floor area of a structure, measured from the outside faces of the exterior walls.

**Major Capital Projects:** State funded new construction or building renovation projects with \$5 million or more budgets, that also meet particular BOR criteria.

**Minor Capital Projects:** State funded projects with \$5 million or less budgets, that also meet particular BOR criteria like urgently needed facility upgrades, renovations to meet requirements for existing programs, and *opportunity* projects.

**M&O (Maintenance and Operations):** A type of funding offered by the BOR for maintenance projects that fit within certain parameters. These are generally long-term maintenance projects with caps larger than the \$1 million cap placed on MRR requests. These funds are distributed annually among all University System of Georgia institutions based on the square footage of campus facilities.

**MRR (Major Repair and Renovation):** A type of funding offered by the BOR for maintenance projects that fit within certain parameters, including a cost cap of \$1 million. These funds are awarded on a project by project basis.

**Opportunity Project:** An unplanned project that presents a unique opportunity to the participating institution. For example, a no-cost property acquisition would be considered an opportunity project. Opportunity projects are not necessarily cost free.

**Payback Project:** State funded projects without budget limits. These projects are expected to produce revenue and the "borrowing" campus will pay back the project funds.

**performance standards:** Any particular functional level of performance or impact intended in the design or development of a facility. Examples include positioning of a building to avoid casting shadows on an important space, provision of adequate visibility for security purposes, and direction of emission of site lighting to avoid glare on adjacent properties.

**Physical Master Plan (PMP):** The scope and timetables of all repair and renovation work planned for a campus over the period of the year, if not several years. By the year 2000, all USG institutions will have a Master Plan in place. Judge all repair and renovations against the Master Plan to avoid projects that cause redundant or unnecessary spending.

**project cost estimate:** An estimate that is based on approved building program requirements. The estimate should include the information necessary to identify the true and accurate cost to construct the project. (*See construction costs estimate.*)

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## GLOSSARY (CONT.)

**project scope:** A written description of the features to be included as part of the project. Project scope generally consists of two elements. The first element of scope describes the program functions that the project serves and identifies the philosophical rationale for the arrangement of spaces. For example, "This project serves the writing arts and should include a mix of classrooms, writing laboratories, and faculty offices arranged to minimize the interaction between the three space types and maximize the interaction between students and faculty." The second element of project scope, includes technical statements. For example, "This project consists of 67,500 gross square feet of new construction including a receiving/processing area with loading dock, 3 material assembly rooms, 15 professional offices, a lobby/reception area, and a data processing room." Project scope identifies the overall size of the project and specifies the number and type of areas that will be constructed; it is not necessary to identify building or service areas (corridors, toilet rooms) in the scope of a project. The project scope should identify the functions that will be housed in the project.

**resident instruction space:** Facility space that is necessary and is used for the academic mission such as: classroom spaces, administration spaces, and auditorium spaces. An additional criteria that defines this type of space is that it is not revenue producing.

**residual MRR funds:** Residual MRR funds are MRR project funds that remain unspent by the institution at the conclusion of the project closeout and after all fees and construction-related cost are paid. Redistribution of residual MRR funds from either individual MRR projects or collectively from several MRR projects is acceptable. These residual MRR funds can be used to fund other MRR projects in the same fiscal year, but these funds must be committed by June 30<sup>th</sup> of that fiscal year or they are lost to the institution.

**scope:** *See project scope.*

**swing space:** If during the course of a project students, staff members or equipment must be relocated, the temporary relation space is known as swing space.

**unit cost:** The cost per unit of measurement, such as square foot, cubic yard, linear foot, etc., measured in dollars, as in "dollars per square foot."

**USG Information Digest:** A document put out by the USG that give detailed information about the state of the USG

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NEED TO MAKE SOME NOTES?