
PURPOSE OF THE MRR GUIDELINES

The Board of Regents of the University System of Georgia (BOR) recognized that institutions in the USG needed consistent, documented guidelines to further improve the application process for MRR funding. To make this task easier for the institutions, the BOR developed *The Major Repair and Renovations (MRR) Guidelines*. The purpose of these guidelines is to provide USG institutions with a well-thought out, consistent, and documented method for requesting MRR funds for their intended purpose: major repairs and renovations that preserve the State's physical plant investment. Consider this manual as a new tool to help institutions plan for, apply for, and then secure funding for major repairs and renovations.

Although the institutions are familiar with the process for requesting funds from other resources, these guidelines will most likely save time, double-work, redundant spending, and aggravation. This is because this guide contains the information and sample forms needed to develop requests quickly and properly. The guide also contains important tips to help institutions plan their spending, to make sure that repair and renovation funds are requested from the proper funding source.

Keep in mind that the *MRR Guidelines* is a tool to help institutions better prepare MRR requests; but remember, also, that experience and good judgement cannot be replaced by written guidelines. Use the ideas and information in this book to streamline the team's best efforts.

HOW TO USE THIS GUIDEBOOK

This table shows some of the conventions used in this manual.

Guidebook Conventions	What it Means
<i>Bolded, italicized text</i>	These terms are defined in the text or in a footnote at the bottom of the page, and in the Glossary at the end of the manual.
“See page 15...” “starting on page 15...”	Cross-references to related material or to samples of the item discussed in the cross-referenced text.
Forms are included in the Appendices at the end of the manual.	The forms at the end of this manual can be copied and used for MRR funding requests. There are also examples of MRR requests that can be used for reference.