
MAJOR REPAIR AND RENOVATION (MRR) GUIDELINES

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA – OCTOBER, 1999

TABLE OF CONTENTS

SECTION I

PURPOSE OF THE MRR GUIDELINES	1
HOW TO USE THIS GUIDEBOOK.....	2

SECTION II

INTRODUCTION.....	3
-------------------	---

SECTION III

BASIC INFORMATION ABOUT MRR PROJECTS AND FUNDING	5
A Brief Overview of the MRR Program	5
What is a MRR Project?	6
What To Know about MRR Funding	7
How are MRR funds allocated?.....	8
How Much MRR Money is Available?	9
Projects that are Eligible for MRR Funding.....	10
Conditions that May Affect MRR Needs and Funding Requests	11
Unique Circumstances at the Campus.....	11
Issues Surrounding Deferred Maintenance.....	13
<i>Planning for Routine, Preventive Maintenance</i>	<i>13</i>
<i>Including Training in the Routine, Preventive Maintenance Plan.....</i>	<i>14</i>
<i>Outsourcing Special Types of Routine, Preventive Maintenance</i>	<i>14</i>
<i>Planning Wisely for Deferred Maintenance</i>	<i>15</i>
MRR and Other Types of Comprehensive Capital Planning	16

TABLE OF CONTENTS (CONT.)

SECTION IV

DEVELOPING MRR FUNDING REQUESTS	21
Understanding the MRR Request Process	21
Preplanning for MRR requests	23
Special Circumstances to Consider While Preplanning MRR Requests.....	26
<i>Temporary Relocation of Personnel</i>	26
<i>Funding Limitations for Developing Swing Space</i>	27
The Facilities Survey	28
Project Selection and Prioritization.....	30
Estimating Costs.....	33

SECTION V

MRR FUNDING STRATEGIES.....	35
------------------------------------	-----------

SECTION VI

PREPARING A MRR FUNDING REQUEST	39
Assembling the MRR Request Package	40
Putting the Finishing Touches on the MRR Submission	42

SECTION VII

MRR SUBMISSION DEADLINES AND APPROVAL NOTIFICATION	43
MRR Submission Deadlines	43
MRR Approval Notification.....	43

SECTION VIII

IMPLEMENTING A MRR PROJECT	45
APPENDICES: MRR PROCESS DOCUMENTS AND FORMS.....	1