

**Maintenance & Repair
Project Evaluation Worksheet
Fiscal Year _____**

FORM B

| | |
|---------------------|---|
| Institution _____ | Evaluator Name _____ |
| Building Name _____ | Date _____ |
| Project Name _____ | Project Cost Estimate \$ _____ By _____ |
| Project No. _____ | System _____ |

A. Functional Criteria (Check applicable subheading, a or b, under each criterion, except 5)

1. *Life, Safety, and Health Risks*
 Facility system is damaged or in disrepair and will cause life, safety, or health risks:
 - a. Currently or within the next 12 months 38 points
 - b. Within the next 12-36 months 28 points

2. *Occupancy, Use, Function or Comfort (System)*
 Facility system is damaged or in disrepair and will cause loss or reduction of occupancy, use or function or unacceptable low comfort levels:
 - a. Currently or within the next 12 months 20 points
 - b. Within the next 12-36 months 15 points

3. *Occupancy, Use, Function or Comfort (People)*
 Facility system is damaged or in disrepair and will cause loss or reduction of occupancy, use or function or unacceptably low comfort levels and the number of people affected by the loss of occupancy, function or unacceptable comfort levels:
 - a. Is more than 100 people 6 points
 - b. Is 100 or fewer people 4 points

4. *Additional Cost*
 Facility system is damaged or in disrepair and, if not corrected in the next 36 months, will cause cost increase due to additional damage, energy consumption, liability claims, cost escalation, etc. Cost increase will:
 - a. Be more than 50% of current cost estimate 12 points
 - b. Be more than 25% of current cost estimate 9 points

5. *Appearance*
 Facility system is currently creating an undesirable or unacceptable appearance 5 point

6. *Age of Project*
 Project was first placed on M&R list:
 - a. More than three years ago 3 points
 - b. More than two years ago 2 points

7. *Currently Functional* (Do not check or score this criterion if Criterion 1, 2, or 3 above are used)
 Facility system is still functioning, however, without maintenance in the next 36 months it will:
 - a. Become a Criterion 1: life, safety or health risk 2 points
 - b. Become a Criterion 2: occupancy, use, function or comfort issue 1 point

FUNCTIONAL CRITERIA TOTAL POINTS _____

B. Programmatic Criteria

If the damaged or disrepaired condition of the maintenance project will directly and adversely impact the institution's mission in the next thirty-six months, check here and multiply the functional criteria total points above by a factor of 1.20 to get project total points _____

PROJECT TOTAL POINTS _____