



The University of Georgia

Office of the Vice President for Finance and Administration

Major Repair and Renovation (MRR) Request

UGA Project Number

Project Title _____ Fiscal Year _____

Brief Description of Project

Building Name _____ Building Number _____

PROJECT BUDGET

Please be sure project budget includes requirements of regulatory codes such as fire codes, ADA, asbestos removal, etc.

Design	_____
Construction	_____
Testing & Other	_____
Contingency	_____
TOTAL	_____

Budgetary Unit ("A") Resident Instruction

("B") Unit

Project Category	1. Authorized Commitment	4. Vacated Space
	2. Regulatory Compliance	5. Program Compliance or Enhancement
	3. Emergency Prevention	6. Other _____

Contact Person _____ Date _____ Phone _____

VP/Dean/Director (print name) _____ Sign _____

Priority _____

**BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
Capital Outlay Project Request**

____ MAJOR ____ MINOR ____ PAYBACK ____ MRR
(Check Project Request Type)

For Use with Each Renovation & Environmental Safety and Regulatory Project Request

Institution: _____

Project Title: _____

Anticipated Funding Year: FY _____ Campus Priority No. (within Funding Year): _____

RENOVATION PROJECT

Building Information

Building Name: _____ Building Number: _____

No. of Stories: _____ Total existing building area: _____ Date building was originally constructed: _____

Date(s) and extent of renovation(s): _____

Building structural system/ wall / roof construction: _____

Roof Information

Roof Age: _____ years Roof Area: _____ s.f. Roof Type: _____

Type of Roof Warranty: _____ Roof Warranty Valid Thru: _____

Describe the present condition of the roof, flashing, parapet, etc. _____

Proposed Renovation

Gross Floor Area to be renovated: _____ gsf

Describe the present condition of the building (interior and exterior): _____

Describe the proposed renovation: _____

Has presence of hazardous materials been investigated? _____

If yes, attach a copy of the study or report and describe extent and estimate cost of required abatement.

Describe extent of required site work (utilities, parking, etc.): _____

Note any special conditions which may impact the construction schedule or costs: _____

List functions/programs currently housed in the building and describe relocation plans. _____

List proposed functions/programs and indicate current location. _____

ENVIRONMENTAL / SAFETY / REGULATORY PROJECT

Brief Description of Environmental/Safety/Regulatory Project (if applicable): _____

Planning (To Be Completed for all Renovation and Regulatory Projects)

Has a design professional been contacted/retained? _____ If yes, attach a copy of the study or proposal.

Attach the following additional information:

1. Campus map with building highlighted and affected area identified
2. Photographs showing overview and details of existing conditions
3. Floor plan with overall dimensions and area (existing & proposed, if applicable)