

Checklist for Projects in Restricted PPV Buildings

Project Name: _____

Description: _____

Step 1: Determine if the project is in a "restricted" PPV Facility.

1 Is the project in one of the restricted buildings listed below?
 If the answer to #1 is "Yes", then please note which facility and proceed to step 2.

Building Name	Building #
A) Academy of Medicine	198
B) Carbon Neutral Energy Solutions Lab	199
C) Electrical Substation	N/A
D) EmTech Library Service Center	881
E) Molecular Science & Engineering (MSE)	167
F) North Avenue Apartments	191
G) North Avenue Dining	191
H) North Avenue Parking - North Deck	191
I) North Avenue Parking - South Deck	190
J) Technology Square Research Building (TSRB)	175

Step 2: Determine if project is Capital or Repairs & Maintenance (R&M).

2 Is the project cost estimated to equal or exceed \$100,000? Yes No **Budget:** -

If the answer to # 2 is "No", then this is project does not meet the capitalization threshold and can be paid for with GT General Operations and DSS funds.
 If the answer to # 2 is "Yes", then answer # 3 and # 4.

3 Does the project extend the life of the building? Unsure Yes No
4 Does the project increase the value of the building? Unsure Yes No

If the answer to # 3 and # 4 is "No", then this is a R&M Project and can be paid for with GT General Operations and DSS funds.
 If the answer to # 3 or # 4 is "Yes" or "Unsure", then Financial Services review and approval is required.

5 Is the project a "replacement in kind" in terms of both functionality and technology? Unsure Yes No
6 Does the project have a significant operational savings or efficiencies? Unsure Yes No

Examples of expenditures that are not Capital, and should be recorded as Repairs & Maintenance:

- A) Adding, Removing, Moving Walls for renovation projects that are not major rehabilitation projects.
- B) Improvement projects of minimal or no added life expectancy and/or value to the building.
- C) Plumbing or electrical repairs.
- D) Cleaning, pest extermination, or other periodic maintenance.
- E) Interior decoration, such as draperies, blinds, curtain rods, and wallpaper.
- F) Exterior decoration, such as detachable awnings, uncovered porches, and decorative fences.
- G) Maintenance-type interior renovation, such as repainting, touch-up plastering, replacement of carpet, tile, or panel sections, sink and fixture refinishing.
- H) Maintenance-type exterior renovation, such as repainting, replacement of deteriorated siding, roof, or masonry sections.
- I) Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler or roof with a new one of the same type and performance capabilities.
- J) Any other maintenance-related expenditure that does not increase the value or life of the building.

Step 3: Exception Processing

7 Is this an emergency "Life Safety" project related to the repair of existing mechanical, electrical, plumbing, fire control, or other system needed to protect the life and safety of GT occupants? Yes No

If "Yes", please provide a summary of the work that is needed and why it is deemed "Life Safety."

8 Is the project solely related to the build-out of GT space -- improvements, erections, alterations -- that are necessary to adapt interior space for GT business? Yes No

If "Yes", please provide a description of the improvements/erections/alterations needed to adapt the space for GT business.

Party Requesting/Documenting Project:

Name: _____ Title: _____

E-mail: _____ Phone: _____

Financial Services Review:

Checklist Review/Comments: _____

Financial Services Approval:

Name: _____ Title: _____

Signature: _____