

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
K) GTRI Lockheed Building L-59	761
L) GTRI Lockheed Building L-22	762
M) GTRI Lockheed Building L-12	763
N) GTRI Lockheed Building L-31	764

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/Approval:

Checklist Review/Comments: _____

Financial Services Approval:

Name: _____ Title: _____
 Signature: _____ Date: _____

After completion - please route this form, a copy of the Facilities Project Request Form (PRF), and the CR6 (if applicable) to PPV@gatech.edu.