

# Virginia Tech Auxiliary Maintenance Reserve MR-1 Form

## Contact Information

Auxiliary Enterprise

Name  E-mail  Phone

## General Information

Building Name  Building Number  Repair Priority

Subproject Title

Subproject Control Number  (Will be assigned after approval by Finance.)

### Criteria Met by this Subproject (check all that apply).

- Repair or replace damaged or inoperable installed equipment.
- Repair, replace, or preserve deteriorated structural components.
- Repair, replace, or preserve deteriorated portions of utility systems.
- Correct erosion or drainage problems.

Repair is associated with a critical system (Roof, Envelope, Mechanical, Electrical, Plumbing).

Have all critical system repairs that qualify for maintenance reserve been completed.

## Subproject Funding

Fiscal Year for Implementation  Estimated Cost

Source used to determine the estimated cost:

- Estimate from vendor or consultant.
- Estimate from Virginia Tech Facilities.
- Estimate from Auxiliary Staff.

## Narrative

Please describe the building component that needs repair or replacement and the envisioned solution (component description, expected useful life, component age, description of working order and/or malfunction, and scope of solution.)

Please describe how the component deterioration or malfunction effects the program and the anticipated program impact without the repair.

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Finance Validation  Validation Date