

FACILITIES MAINTENANCE SUMMARY REPORT

AGENCY: _____

Agency #: _____

Value of Buildings and Building Improvements			Facilities Operations and Maintenance (O&M) Budget			
<u>Cost of Buildings</u> <small>(as reported to Risk Management)</small>	<u>6/30/08 Replacement Value</u> <small>(Risk Management)</small>		<u>Personal Services</u>	<u>Services & Supplies</u>	<u>Total</u>	
\$ _____	\$ _____		\$ _____	\$ _____	\$ _____	
Total Sq. Ft. of Bldgs: _____ sq. ft.		2009-11 Maint. Budget (no janitorial or utility)		Utilities Budget: \$ _____		
		÷ Square Feet of building: \$ _____ sq. ft.				
Total Outstanding Deferred Maintenance			Deferred Maintenance Budget 2009-11			
	<u>Categories 1-2</u>	<u>Categories 3-5</u>	<u>Total</u>	<u>Personal Services</u>	<u>Services & Supplies</u>	<u>Capital Outlay</u>
As of 6/30/08	\$ _____	\$ _____				
Projected 6/30/09	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Briefly describe the software (or manual process) used to identify routine (including preventative) facility maintenance needs.

What data elements do you track with software (or manual process) described above?

Briefly describe how the facilities maintenance budget is developed (note whether software (or manual process) described above is used in budget development).

Briefly describe the system or process used to identify Deferred Maintenance (e.g.; staff makes an annual estimate based on periodic assessments; evaluation of facilities using contract structural engineering firm, etc.)

Briefly describe the process to provide funding for facilities maintenance. (e.g.; biennial appropriation; assessment to applicable programs to sustain a Capital Maintenance/ Improvement Fund authorized under ORS 276.285(2); etc.)

Statutory references: ORS 276.229(2), ORS 276.227(5)

_____ Agency Request

_____ Governor's Recommended

_____ Legislatively Adopted

Budget Page _____