Guidelines for FY25 Major Repair & Renovation Requests (MRR), FY24 Laboratory Enhancement Requests (LabEnRe), and FY24 Classroom Enhancement Requests (ClEnRe).

For Franklin College units, Major Repair & Renovation requests (**MRR**) and Laboratory Enhancement Requests (**LabEnRe**) must be emailed as a single pdf to Leslie Morrow (lmorrow@uga.edu) by **December 1, 2023**. Classroom Enhancement Requests (**ClEnRe**) must be emailed as a single pdf to Debbie Tonks (foitnews@uga.edu) by **December 1, 2023.** This is a strict deadline because we must vet and rank proposals before forwarding them to upper administration for funding decisions.

All requests must be submitted using the MRR form http://www.busfin.uga.edu/forms/mrr.pdf. The same form must be used to submit a Laboratory or Classroom Enhancement Request; please identify such requests by including the letters **LabEnRe** or **ClEnRe** at the start of project title. Preliminary cost assessments (PCAs) from FMD are required for renovations associated with MRR, LabEnRe, or ClEnRe. **Please note that PCA's from FMD will need to be requested months in advance of December. Current lead time is a MINIMUM of 12-weeks.** Because FMD currently has a 12-week backlog on PCAs, we will accept proposals even if you do not yet have the cost assessment. Just give us the date that you requested the PCA (request PCA using FMD "work request" at https://apps.fmd.uga.edu/workrequest/WorkRequestForm.aspx). Any furniture requests for ClEnRe will require recent quote from vendor(s).

Attach project description to the MRR form. Proposals should explain whether the project covers general maintenance, classroom enhancement/upgrade, technology enhancement/upgrade, or a mixture of these options.

Details for each type of request follow:

Major Renovation Requests (MRR) are for projects greater than $50,000 but should not exceed $1,000,000. Furniture requests are not allowed. The University will submit its priority proposals to the University System of Georgia (USG) in spring 2024 for FY25 funding. MRR projects are designed to help USG maintain its physical plants, facilities, and infrastructure.

MRR projects must address at least one of the following priorities:

- Health and safety of building occupants
- Reducing risk of interruption of critical infrastructure services
- Preserving basic building integrity, functionality, and accessibility
- Access Control and Campus Safety
- Building Structure
- Hardscape, Streets, and Drainage
- Electrical
- Renovation and/or Change of Use, especially relating to aged facilities that present health and safety concerns
- HVAC (Air conditioning and heating, airflow, etc.)
- Roofing
- Regulatory (i.e., safety code, ADA, and environmental)
- Utilities

Projects not meeting the above BOR priorities and not falling into one of the areas above will not be eligible for MRR funding. Ineligible projects also include those substantially proposing enhancements to existing space that is otherwise currently safe and useable for activities supporting one or more of UGA's missions.

Classroom Enhancement Requests (**ClEnRe**): There is NO minimum dollar threshold for Classroom Enhancement Requests. Furniture and equipment requests are allowed. ClEnRe's can address deficiencies or enhance functionality and accessibility, including enhancements to accommodate different pedagogies and associated technology needs. For ClEnRe's, you **MUST** consult with Debbie Tonks (foitnews@uga.edu) before submission or your request(s) will not be considered. Franklin College is especially interested in receiving proposals for classrooms that have recently received technology upgrades and need new furniture or small renovations. In addition, the proposal should indicate the need for the improvements and explain how the enhancements will better serve students. Proposals that include enhancements to promote active learning pedagogies will receive preferred consideration. All proposals must demonstrate improved instructional and learning capabilities for faculty and students.

Only classrooms that are part of the centralized scheduling system, or classrooms with shared responsibility across multiple departments, are eligible. Classrooms not part of centralized scheduling will remain the responsibility of the managing unit to upgrade and/or enhance.

Laboratory Enhancement Requests (LabEnRe): There is NO minimum dollar threshold for Laboratory Enhancement Requests. LabEnRe's can address deficiencies in laboratories and lab support spaces that may include enhancing functionality and accessibility. These funds will augment the MRR and start-up funding available for lab improvement projects.

Assistance available to help prepare potential requests

The MRR Committee encourages applicants to contact either the Facilities Management Division or the Office of University Architects for assistance when developing your requests. These units have mechanisms in place to help identify areas where facilities and infrastructure are at risk of failure or may be aging prematurely such that the full useful life of the facility may be in jeopardy. They utilize these tools to maintain a continuously updated list of projects needed in the very near future to keep critical infrastructure and facilities in a safe, functional condition. Consequently, they can assist you in incorporating previously identified deferred maintenance needs of a particular space/facility into your overall proposal as well as to determine if a project could be strategically planned to occur in phases.

I encourage departments to reach out to the Franklin Facilities Management Team @ https://www.franklin.uga.edu/directory/franklin-facilities-management-team to help prepare any requests. Please do not hesitate to contact Leslie Morrow with any questions or concerns lmorrow@uga.edu.