

# **SixTen and Associates**

## **MANDATE REIMBURSEMENT SERVICES**

**PROGRAM: 764/81 DEFERRED MAINTENANCE - CCD**

**DM 1.3**

### **INTERVIEW QUESTIONNAIRE**

#### **1. Policies and Procedures**

Who prepares and/or updates the policies and procedures concerning the acquisition of funding for facility deferred maintenance?

How long does the process take?

What records are generated?

Were committees involved?

Was training required to educate staff on the policy?

Are sign-in sheets available?

#### **2. Scheduled Maintenance Five-Year Plan (241/SM5Y)**

Who prepares the “Scheduled Maintenance Five-Year Plan”?

What data must be gathered to prepare the plan?

Are consultants and/or support staff used?

How long does the process take at each step?

Who applies for the deferred maintenance funding?

For the “match waiver” request?

How long does the application process take?

Where are the funds obtained to provide the required “matching contribution” for deferred maintenance?

#### **3. Scheduled Maintenance Project Funding Proposal (241/SM/PFP)**

Who prepares the “Scheduled Maintenance Project Funding Proposal”?

What data must be gathered to prepare the Proposal?

Are consultants and/or support staff used?

How long does the process take at each step?

Who prepares the written request for the Chancellor’s Office “Facilities Planning Unit” identifying any revisions to the preliminary list of projects?

How long does it take to identify the revisions needed?

How are the needed revisions identified?

Are committees involved?

Who prepares the monthly and final year claims to the Chancellor's office detailing the work completed or in progress?

How is the work monitored?

How long does this process take?

What documents are generated?

**4. Hazardous Substances Project Funding Proposal (241/HS/PFP)**

Who prepares the "Hazardous Substances Project Funding Proposal"?

What data must be gathered to prepare the Proposal?

Are consultants and/or support staff used?

How long does the process take at each step?

Who prepares the written request for the Chancellor's Office "Facilities Planning Unit" identifying any revisions to the preliminary list of projects?

How long does it take to identify the revisions needed?

How are the needed revisions identified?

Are committees involved?

Who prepares the monthly and final year claims to the Chancellor's office detailing the work completed or in progress?

How is the work monitored?

How long does this process take?

What documents are generated?