

Update Deferred Maintenance Infrastructure

Go to the Board of Regents web site at <http://www.regents.state.la.us>

Go to the Finance and Facilities Section

Go to the Facilities part of that page and go to Forms and Reports

Click on Deferred Maintenance Infrastructure

Download the Excel entire file

Find your campus

Omit everything except the column headings and your campus data

As an alternate, copy the column headings and your data to a new Excel file

Update the utility entities to be like those for Delgado. That is, add:

Internet Connectivity Network

Emergency Alert System including Emergency Response Equipment

Parking Lots Concrete (in acres)

Parking Lots Asphalt (in acres)

Parking Lots Gravel/Shell (in acres)

Is there any other utility or infrastructure entity we need to add while we are here

Don't add others later because any data is useless that all institutions do not include

If you have no central plant and/or utility distribution system, consider HVAC, etc. as part of your building

Update the data. Any changes you make should be in red print

Don't worry about updating replacement costs. These will be done at BOR

Do not exaggerate data.

Save the file that results, and give it a name that identifies your campus

Attach the file to an email and email the file to your management board for their review

Management boards will forward the files they have reviewed to BOR

BOR will reincorporate the files into a unified spreadsheet.

Update Deferred Maintenance Building Data

BOR will update the renewal allowance formula using the data provided in the annual
Facilities Inventory and Utilization Report

Infrastructure Data and Building Data will be combined and used in the renewal formula to determine the prorata share or distribution of any funding for deferred maintenance (Major Repairs and Reroofing) that we might receive.