

Deferred Maintenance Project List Template

Department Name:	
Fiscal Year:	
Deferred Maintenance Contact:	
Phone/Email:	

The undersigned, on behalf of the Department, certifies and agrees:

This deferred maintenance project list was prepared under my supervision, or the supervision of other Department personnel for whom I am responsible, and to the best of my knowledge the information is accurate, correct, and complete.

Name of Department Representative:	
Title:	
Signature:	
Date:	

Deferred Maintenance Project List Template Instructions

- Deferred maintenance projects should be listed in priority order and should include the following:
 - **Facility Location:** Should include the facility/district/unit name and address, and should NOT include acronyms.
 - **Project Title and Description:** Should include a meaningful description of the deferred maintenance project.
 - **Estimated Cost:** Estimated project cost.
- The cover page of the project list must be signed by a Department Representative (Deputy Director or above).

Department Name: -

Facility Location	Project Title and Description	Estimated Cost
California School for the Deaf, Riverside 3044 Horace St. Riverside, CA 92506	See example project below (please remove example prior to submitting project list) <i>Fencing Repair - Repair damaged sections of fencing and replace damaged gate openers on the east side of the campus.</i>	\$ 250,000
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Total		\$ 250,000