**Basic Facility Plan Outline**

**Part 1: Useful Life Maintenance & Replacement Schedule**

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| --- | --- | --- | --- | --- | --- |
| **Area/Item** | **Age** | **Preventative**  **Maintenance**  **Schedule** | **Responsibility** | **Projected Replacement Schedule** | **Notes** |
| *Examples* |  |  |  |  |  |
| *Roof* | *1990* | *Annual Inspection* | *Director* | *2020* |  |
| *Furnace* | *2003* | *Annual Cleaning & Inspection* | *Director* | *2023* |  |
| *Parking Lot* | *2000* | *Regular Visual Inspection* | *Director* | *2030* |  |

**Examples of what would be captured in the above table**:

* Roof
* Heating, Ventilation & Air Conditioning Units
* Well/Municipal Water Connection
* Oil Tank/Other type of heating fuel receptacle
* Septic/Sewer Connection
* Electrical System
* Chimneys
* Windows
* Doors
* Flooring/Carpeting
* Foundation
* Outdoor Lighting
* Fire Suppression System
* Parking Lot & Sidewalks
* Elevator

**Part 2: Assessments & Projects**

1. **Safety & Code Compliance**
2. **Accessibility**
3. **Energy Conservation**
4. **Space Needs**

**Part 3: Prioritized Project List**

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| --- | --- | --- |
| **Timing** | **Description** | **Estimated Cost** |
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