

**FACILITIES PLANNING AND MANAGEMENT**

**Class Code Assignment Questionnaire**

Questions 1 through 9 to be completed by \_\_\_\_\_, Project Manager.

1. Official name of project \_\_\_\_\_
2. What is the total project budget? \_\_\_\_\_
3. Location of job site \_\_\_\_\_
4. Describe the work to be completed. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Based on the above description do you view this work to be a: (Select One). *See page two for examples.*
  - Replacement – In kind replacement of an item (replacement of a whole new system)
  - Restoration – Similar to replacement; Put back to original or near original condition prior to some mishap or event
  - Repair – To fix a broken or non-functioning item (component of a system)
  - Improvements – Repurpose, Remodel, Upgrade (some renovations could be classified as improvements)
  - New – Installation of an item that has not previously existed
  - Maintenance – To service/attend to in order to maintain the proper function of the item.

6. Will this work extend the useful life of the final product?     Yes                       No

7. Will this work increase the value of the final product?     Yes                       No

8. Will this work improve the original function of the item serviced by increasing its:  
**capacity or efficiency?**     Yes     No

9. If question 8 answered yes, describe the increased capacity or increased efficiency achieved from performing this work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Questions 10 through 12 to be completed by Capital Outlay or Utility Accountant \_\_\_\_\_

10. If answered yes to questions 6, 7, 8 and question 9 completed, identify a category in the CSU Capital Asset Guide this work falls under. Please reference section and page number of Chapter 13.

11. Identify class code series requested.     **C2XXX**                       **C66XX**

12. Class code selection confirmed by general accounting                      **Yes, by:** \_\_\_\_\_

13. Insert the date "Class Code Request" form was submitted to Budget Services \_\_\_\_\_

14. Funding Source:            **CIMP (PCI01)**                      **NRMR (PDM01)**

- Replacement:** In-Kind replacement of an item *i.e.* of the same type and performance (some renovations could be classified as Replacements)
- Examples:**  
VCT Floor with a VCT Floor  
Carpet floor with carpet floor  
Roofing with Roofing  
Bathroom fixture with bathroom fixture  
Light switch with light switch  
Light fixture with light fixture  
Fan motor with fan motor
- Repair:** To fix a broken or non-functioning item
- Examples:**  
Replace the fan motor brushes/contacts  
Patch and Paint a crack in a wall or ceiling
- Restoration:** Similar to replacement; put back to original or near original condition prior to some mishap or event.
- Improvement:** Repurpose, Remodel, Upgrade, (some renovations could be classified as improvements)
- Examples:**  
Reconfiguration of a space to a new use  
Change floor covering materials; VCT to carpet or carpet to VCT  
Upgrade HVAC Unit in total or part  
Upgrade lighting fixtures or internal components  
Upgrade roofing materials; built-up to single ply
- New:** Installation of an item that has not previously existed.
- Maintenance:** To service / attend to in order to maintain the proper function of the item.
- Examples:**  
Cleaning and waxing a VCT floor  
Vacuuming and shampooing a carpet floor  
Replacing and adjusting fan motor belts  
Clean and brush the chiller tubes  
Replace air handler filters