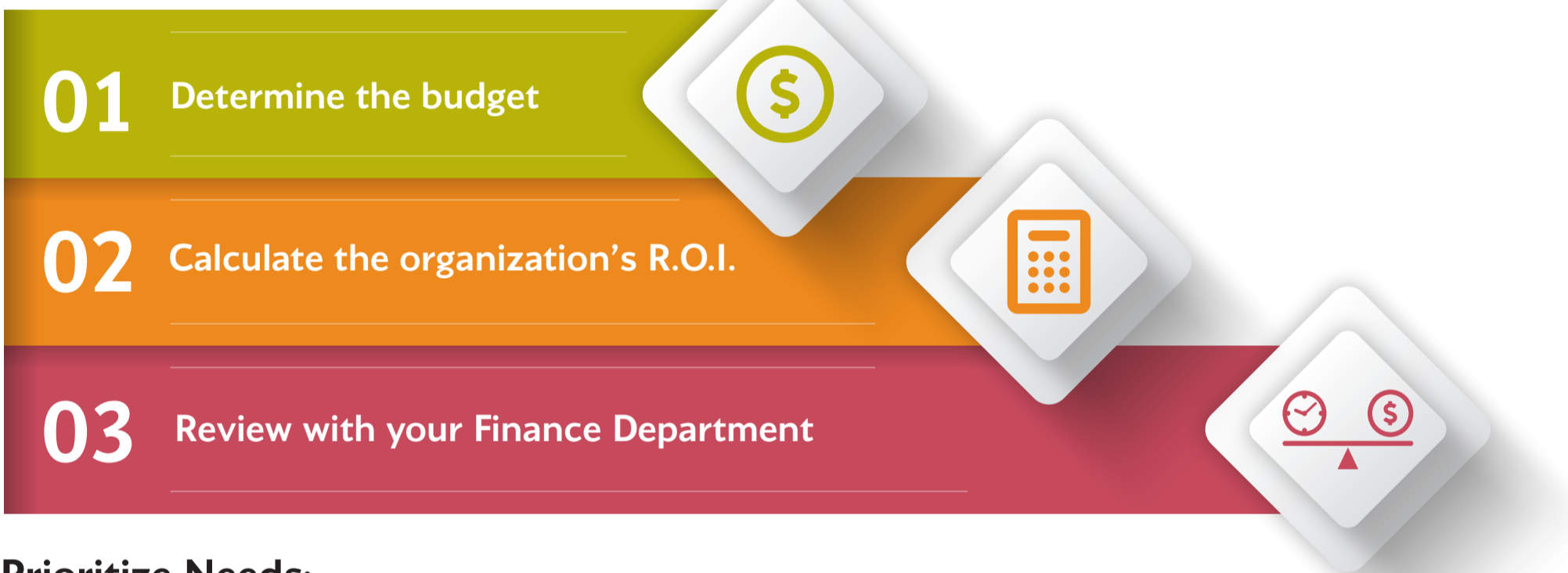


PLANNED MAINTENANCE PROGRAM

Identify the Needs:

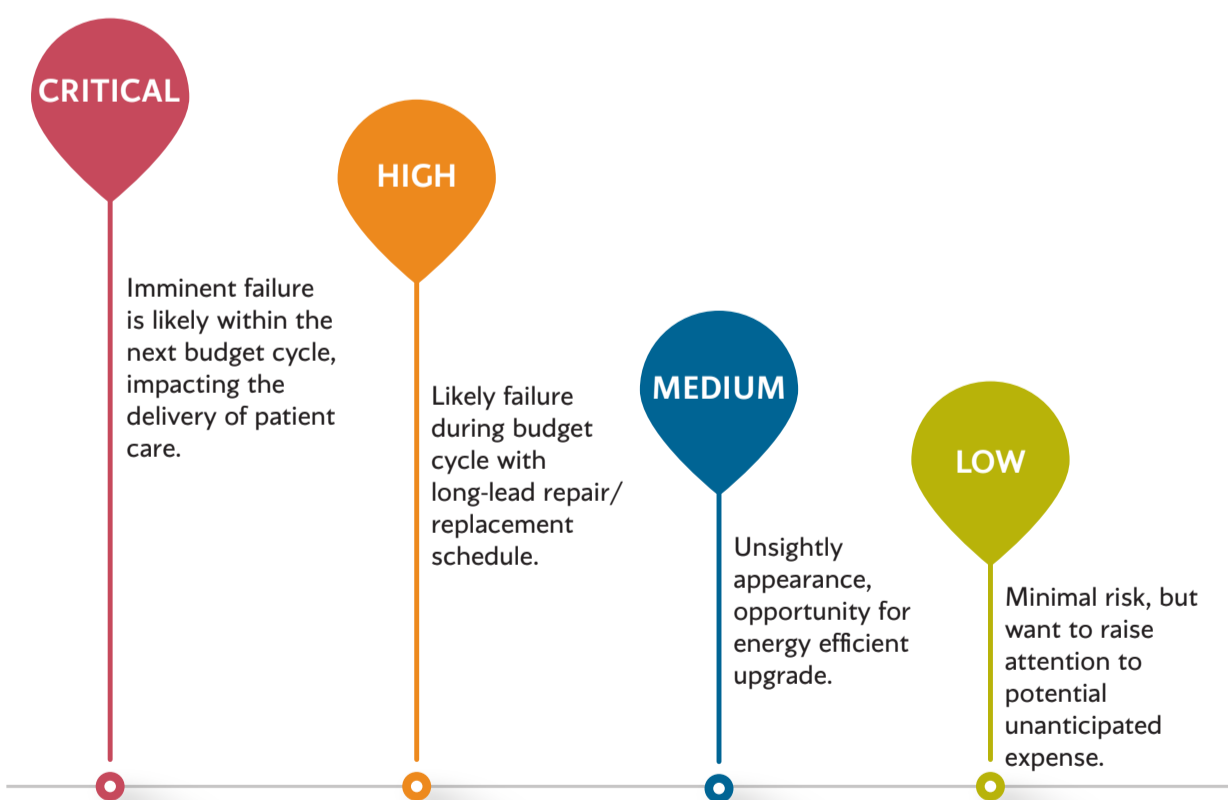


Estimate Cost:



Prioritize Needs:

Establish a grading system to rate the risk of not doing something.



Present your Plan:



Timing is critical in submitting your plan to influence future budget cycles. Your organizations budget-planning schedule may make decisions regarding Capital expenditures well in advance of finalizing expense budgets. Ensure that your plan is adequately represented to the Administration, CFO, Capital Committee, Board or others that will be making the decisions on dollar allocation.