

INSTRUCTIONS FOR FORM RRM: FY 16 AND FY 17 BUDGET VS. ACTUAL  
ROUTINE REPAIR AND MAINTENANCE COSTS

Form RRM is to be completed for the FYs 16 and 17 Routine Repair and Maintenance Report.

**Item Description and Preparation Instructions for Form RRM**

Department

Fill in with appropriate department title.

Program ID/Org

Fill in the Program ID and the Organization Code of the program that would be responsible for the cost.

Island

Fill in the island location of the routine repair and maintenance cost (i.e., Kauai, Oahu, Molokai, Maui, Lanai, Hawaii).

State Owned Bldg/Facility/Other

Fill in the name of the building, facility, or other improvement to which the routine repair and maintenance cost is related.

Cost Element of Routine Repair and Maintenance Cost

Provide type of cost by budget cost element:

- A = Personal Services;
- B = Other Current Expenses; and
- C = Equipment.

Type of Facility

Fill in the type of facility:

- O = Office;
- E = Educational Facility;
- M = Medical Facility; and
- X = Other.

Means of Financing (MOF)

Fill in the MOF for each routine repair and maintenance costs.

FY 16 and FY 17 Budgeted Amounts (\$)

Fill in the budgeted amounts for the routine repair and maintenance costs in FY 16 and FY 17.

FYs 16 and 17 Actual Amounts (\$)

Fill in the actual amounts expended or encumbered for the routine repair and maintenance costs in FY 16 and FY 17.

Comments

Provide any additional comments, if necessary.