Form RRM is to be completed for the FYs 20 and 21 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 20 and FY 21 Budgeted Amounts ($)**
Fill in the budgeted amounts for the routine repair and maintenance costs in FY 20 and FY 21.
FYs 20 and 21 Actual Amounts ($)

Fill in the actual amounts expended or encumbered for the routine repair and maintenance costs in FY 20 and FY 21.

Comments

Provide any additional comments, if necessary.