

Step 1: Review Criteria
(A) Health & Safety Risk: Does it endanger occupants (e.g., fire, sanitation, structural)?
(B) Code Compliance: Is it required by law or regulation?
(C) Occupant Impact: How many residents are affected and how severely?
(D) Cost Efficiency: Will fixing it reduce future costs or liabilities?
(E) Longevity & Sustainability: Does it improve long-term building performance?
(F) Funding: Is funding available for project?
(G) Resident Interest: High, Low, or No interest?

Step 2: Scoring Criteria (A -E)	
5	Perfectly Applicable/ Critical Need
3 to 4	Highly Applicable/High Need
1 to 2	Low Applicability/ Low Need
0	Does not apply/ No Need
Scoring Criteria (F - G)	
2	Yes and/or High Interest
1	Yes and/or Low Interest
0	No and/or No Interest

Step 3: Scoring Matrix	
Total Score	Priority Level
22 to 28	Urgent
15 to 21	High
8 to 14	Medium
0 to 7	Low

Projects			Reviewer:							Total Score	Priority Level
Description	Center	Area	Health & Safety Risk	Code Compl	Occupant Impct	Cost Eff.	Long. & Sustain.	Funding	Resident Interest		
1 Walk-in Refrig Repairs	RR/CAL	Kitchen	5	4	5	4	4	-	-	22	Urgent/High
2 Water Treatment Backup Generator	ALL	Treatment Plant	5	5	5	2	5	-	-	22	Urgent/High
3 Central Air Conditioning	RR	All Buildings	4	-	5	1	4	-	2	16	Urgent/High
4 Radiant Heat Boiler	RR	Cafeteria/Office	4	3	3	1	4	-	-	15	Urgent/High
5 Solar	ALL	All Buildings	-	-	4	5	5	-	-	14	Medium/Low
6 Parking Lot Lighting	RR/MON	Staff Unit/Office	4	3	5	-	2	-	-	14	Medium/Low
7 Roof and Gutter Replacement	CAL	Staff Unit/Office	2	2	3	3	3	-	-	13	Medium/Low
8 Gazebo Install or Repair	RR/MON	Outdoors	-	-	3	-	2	-	2	7	Medium/Low