JERUSALEM CENTER INSPECTION INSTRUCTIONS 
AND VERIFICATION PROCEDURE

Process Steps:

Complete Inspection Forms:

A. Review the inspection forms, making note of the database information (on the left side of the form).

B. Identify the building abbreviation and room number (if applicable). This helps to locate the line item to be inspected. You may wish to refer to a floor plan or building abbreviation list to assist you.

C. Locate and visually inspect the item. Verify the accuracy of the description and location. Write any corrections on the form.

D. Complete the Inspection Forms.
   The inspection forms are divided into three columns.
   1. **Defer Years**: Use this column if an item still has useful life left before replacement is necessary. Estimate how much useful life is left and record that in the defer column.
   2. **Fund**: Use this column if an item needs to be replaced and funded in the next fiscal year.
   3. **Funds Needed**: If you enter that the item needs to be funded, estimate the funds needed and mark this column with that amount.

Verification & Review Process:

A. Inspection results are verified by the Assistant to the President—Jerusalem Center.

B. Director and Assistant to the president—Jerusalem Center come to an agreement on which items will be replaced.

C. A final list is prepared of CNA replacement & improvement needs (including estimated costs).

D. Needs requests are presented to the Jerusalem Center Executive Committee: Cecil O. Samuelson, Alan Wilkins, Brad Farnsworth and Tom Griffith.

E. After approval, the final list of needs (with estimated costs) and the completed inspections sheets are given to the CNA Center.

F. The CNA Center will enter the inspection results into the database, and begin the Project Set-up and Funding Processes.