

Type of Work	Definition	Is it necessary for the congregation to contact the LDC for approval?	Where will the funding come from?	Who is responsible to coordinate the work?	Project Category in Admin Project Tracking Module (Admin is only used if the branch covers the expenses)	Is this work included in the backlog of needed projects on the master plan and reported on the DC- 71?	Is the expense for this work reported as part of the programme expenses and deducted from the annual budget?	Does this work result in a new suitable Kingdom Hall?	Would this work result in a dedication programme for the Kingdom Hall? (see od book)
Maintenance	<p>Work that includes scheduled inspections, adjustments or servicing of existing building elements and/or equipment. Some tasks that can be classified as maintenance are cleaning of facilities and equipment, checking proper operation of equipment or fixtures, and replacement of consumable parts at regular intervals.</p> <p>(Examples: Replacement of air conditioning filters, cleaning ventilation grilles, replacing light bulbs, checking plumbing fixtures, checking and adjusting door hardware, checking exit lights, changing engine oil on lawn mower, and things similar to these.)</p>	No	Congregation	Congregation	Maintenance  (This is not generally entered into Admin)	No	No	No	No
Repair	<p>Work that is carried out on existing building elements or equipment required to restore to an acceptable condition. These tasks would involve like for like replacement due to failure or poor condition of components. No change to the design intent or purpose of the building element or equipment is involved with repairs. Significant repairs should be documented on the History Card that was provided during the Maintenance Training Visit.</p> <p>(Examples: Broken light fixtures, leaking toilet cisterns, roof leaks, water heater element failure, and things similar to these.)</p>	Only if the congregation does not have the ability to care for the work	Congregation	Congregation (If possible)	Maintenance  (This is not generally entered into Admin)	No	No	No	No
Renovations, Upgrades, and New Installations	<p>This includes end-of-life replacements for a limited number of systems. This work would typically be scheduled by the LDC-based routine facility evaluations. It also includes adding of new minor equipment.</p> <p>(Examples: Carpet, chairs, air conditioning systems, fence replacement, car park resurfacing, replacement of building finishes, and things similar to these.)</p>	Yes	The congregation should be given the opportunity to care for the expenses first.  (If the Branch pays, then congregation sets out a contribution box)	LDC to decide based on scope of work	Minor Renovation	LDC to decide based on scope of work	Yes	No	No
	<p>This includes converting a facility that is not currently considered suitable into one that is suitable. It may include end-of-life replacements for multiple building elements and any work that involves changing the design intent, enhancing, expanding, or modifying the purpose of use of the facility, or the adding of new major equipment.</p>	Yes	Branch  (Congregation sets out a contribution box)	LDC	Major Renovation	Yes	Yes	Yes	Maybe
New Construction	Self explanatory	Yes	Branch  (Congregation sets out a contribution box)	LDC	New Construction	Yes	Yes	Yes	Yes