

## Instructions - How to Use the Replacement Reserve Worksheet

Follow the steps below to calculate the replacement reserve amount you need to set aside annually for each development.

### Data Entry

***This worksheet contains formulas to automatically calculate the amounts required  
Do not enter information in the shaded areas on the worksheet.***

If you are calculating the reserve provision for a seniors development, use the worksheet tabbed *RR Provision - Seniors*

If the development is not a seniors development use the worksheet tabbed *RR Provision - Fam and Oth*

Enter the eligible capital replacement items **from the standardized list**, applicable to your building:

1. Under the heading **Quantity** , enter the number of each item in the building, such as 20 fridges or 1 carpet - common areas
2. Under the heading **Unit Cost** , enter the current cost for one of each item in the building,
3. Document specific information about an item under **Notes** .  
You may wish for example to provide details regarding the type of roof, fencing, etc.

### Printing

The worksheet is designed to print on 8 1/2 X 11 inch paper.  
To print, use the Print Icon

### Saving

Use the file menu option "Save As" to rename your worksheet and save it.  
To Save:

- Click your mouse on File
- Choose Save As
- Save In: Choose the directory where you wish to save your file.
- Filename: Enter the new name of your worksheet
- Choose Save