



Major Maintenance/FIF Project & PO Request Form

**Please refer to the instructions file for direction*

Project Info.	To Be Completed by Requestor		
Project Name:			
Project Justification & Root Cause Summary:	<i>Summary:</i>		
	Problem:		
	Cause:		
	Proposed Resolution:		
Engineering Support:	<input type="checkbox"/> Repair (Not Req'd.) <input type="checkbox"/> Equal Component Replacement (Optional) <input type="checkbox"/> System Replacement (Required)	ESG POC:	
FIF/Major Maintenance Eligibility:	<input type="checkbox"/> Athletics, Auxiliaires and Housing – ISD or direct funding from department requested <input type="checkbox"/> Academics, Admin., Other (FIF/MM) <input type="checkbox"/> Hardscape, Exterior, Utilities (FIF/MM)	ISD Requested by:	
Phase:	<input type="checkbox"/> Feasibility Study <input type="checkbox"/> Design <input type="checkbox"/> Construction <input type="checkbox"/> Other:	Total Project Budget:	
PO Request	To Be Completed by Requestor		
Task Order Requirement: <i>To be confirmed with Contracts</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Verify that signed final Task Order Copy is attached to PO request.</i>		
Vendor:		Estimated Start & End Date: (REQUIRED)	
Amount:		Spend Category: (REQUIRED)	
Select one:	<input type="checkbox"/> Create New Project <input type="checkbox"/> Add New PO to Existing Project #: <u>PR</u> _____ <i>(Attach approved Supplier Proposal, and executed Task Order if required)</i>		

Equipment Info.	REQUIRED INFORMATION To Be Completed by Requestor (add lines as needed)				
Famis Asset Number	Equipment Tag	Description	Removal	Replacement	Refurbish
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approvals	Copy to Asset Management Database Administrator				
Project Manager/ Requestor:				Date:	
Maint. Manager Approval:				Date:	
	<i>MEP Associate Director or Zones Manager</i>				
Maintenance Dir. Approval:				Date:	
	<i>Mark Garcia-May, Director of Maintenance</i>				
AR Program Approval:				Date:	
	<i>Judith Mass, Director of Asset Renewal</i>				
AVP Approval:				Date:	
	<i>Mark Mosley, Associate Vice President Facilities Management Services</i>				
Account Info.	To be completed by Director of Asset Renewal				
Select funding source: <input type="checkbox"/> Major Maintenance <input type="checkbox"/> Utilities <input type="checkbox"/> Facility Improvement Fund <input type="checkbox"/> Special Account <u>PPGG:</u> _____					
Major Maintenance Project Type, select one: <input type="checkbox"/> Chilled Water <input type="checkbox"/> Electrical (EL) <input type="checkbox"/> Elevator (EV) <input type="checkbox"/> Exterior (EX) <input type="checkbox"/> Fire/Life/Safety (FLS) <input type="checkbox"/> Fountains <input type="checkbox"/> Historical <input type="checkbox"/> HVAC (HV) <input type="checkbox"/> Interior (IN) <input type="checkbox"/> Plumbing (PL) <input type="checkbox"/> Process (PR) <input type="checkbox"/> Street & Hardscape (SH) <input type="checkbox"/> Storm Drain/Sewer Infrastructure (ID) <input type="checkbox"/> Water Infrastructure (IW) <input type="checkbox"/> Steam Infrastructure (IS) <input type="checkbox"/> Electrical Infrastructure (IE)					

For Projects funded from the FIF Emergency Repairs & Compliance Category List, select one:

- ADA - 592669
- Streets & Hardscapes & Field - 592679
- Steam Distribution - 592685
- Professional Services -592670
- High Voltage Distribution - 592680
- Roofing Safety Systems- 592687
- Doors - 592672
- Storm Drain/Sewer Distribution - 592682
- Elevator Upgrades - 592674
- Fire Life Safety - 592683
- FIF Contingency - 627551
- Historic/Restoration Projects – 592676
- Chilled Water – 592678
- Water Distribution - 592684
- BMS Controls - 604969