

University of Southern California Facilities Management Services

[FY25]

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

Equipment Info.) INFORMA pleted by Req	TION _l uestor (add lines as ne	eeded)		
Famis Asset Number	Equipment Tag		Description	Removal	Replacement	Refurbish
Approvals	Copy to Asset	Management	Database Administrat	or		
Project Manager/ Requestor:					Date:	
Maint. Manager Approval:					Date:	
	MEP Associate	Director or Z	Zones Manager			
Maintenance Dir. Approval:					Date:	
	Mark Garcia-N	Iay, Director	of Maintenance			
AR Program Approval:					Date:	
	Judith Mass, Dir	ector of Asset I	Renewal		,	
AVP Approval:					Date:	
	Mark Mosley, As Facilities Manag					
Account Info.	To be comp	leted by Direc	ctor of Asset Renewal			
Select funding source Special Account PPGG:	e:	Taintenance	☐ Utilities	∏ Facilit	y Improvement I	Fund
Major Maintenance	Project Type, se	elect one:				
Chilled Water	☐ Elec	etrical (EL)	☐ Elevator (EV)	Exterior (EX)		
☐ Fire/Life/Safety	(FLS) Four	tains	Historical	☐ HVAC (HV)		
☐ Interior (IN)	Plum	bing (PL)	Process (PR)	Street & Hards	scape (SH)	
Storm Drain/Sewer Infrastructure (ID)		☐ Water Infrastructure (IW)				
Steam Infrastructure (IS)		☐ Electrical Infrastructure (IE)				

Last Update: July 2, 2024

For Projects funded from the FIF Emergency Repairs & Compliance Category List, select one:						
☐ ADA - 682826	Streets & Hardscapes & Field - 68284	4 Steam Distribution - 682859				
Professional Services-682828	☐ High Voltage Distribution - 682847	☐Roofing Safety Systems- 682862				
Doors - 682830	Storm Drain/Sewer Distribution - 682848					
☐ Elevator Upgrades - 682834	☐Fire Life Safety - 682850	☐ FIF Contingency - 682863				
☐ Historic/Restoration Projects-682839						
☐Chilled Water – 682842	☐Water Distribution - 682858 ☐BMS	Controls - 682684				

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