



### Major Maintenance/FIF Project & PO Request Form

*\*Please refer to the instructions file for direction*

Project Info.	To Be Completed by Requestor		
<b>Project Name:</b>			
<b>Project Justification &amp; Root Cause Summary:</b>	<i>Summary:</i>		
	<b>Problem:</b>		
	<b>Cause:</b>		
	<b>Proposed Resolution:</b>		
<b>Engineering Support:</b>	<input type="checkbox"/> Repair (Not Req'd.) <input type="checkbox"/> Equal Component Replacement (Optional) <input type="checkbox"/> System Replacement (Required)	<b>ESG POC:</b>	
<b>FIF/Major Maintenance Eligibility:</b>	<input type="checkbox"/> Athletics, Auxiliaries and Housing – <i>ISD or direct funding from department requested</i> <input type="checkbox"/> Academics, Admin., Other (FIF/MM) <input type="checkbox"/> Hardscape, Exterior, Utilities (FIF/MM)	<b>ISD Requested by:</b>	
<b>Phase:</b>	<input type="checkbox"/> Feasibility Study <input type="checkbox"/> Design <input type="checkbox"/> Construction <input type="checkbox"/> Other:	<b>Total Project Budget:</b>	
PO Request	To Be Completed by Requestor		
<b>Task Order Requirement:</b> <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>		
<b>Vendor:</b>		<b>Estimated Start &amp; End Date:</b> <b>(REQUIRED)</b>	
<b>Amount:</b>		<b>Spend Category:</b> <b>(REQUIRED)</b>	
<b>Select one:</b>	<input type="checkbox"/> Create New Project <input type="checkbox"/> Add New <b>PO</b> to Existing Project #: <u>PR _____</u> . <i>(Attach approved Supplier Proposal, and executed Task Order if required)</i>		



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

- ADA - 682826
- Streets & Hardscapes & Field - 682844
- 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