



## 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:	<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, Auxiliares and Housing – <b>ISD or direct funding from department requested</b> <input type="checkbox"/> Academics, Admin., Other (FIF/MM) <input type="checkbox"/> Hardscape, Exterior, Utilities (FIF/MM)	ISD Requested by:	
Funding Request		To Be Completed by Requestor	
Vendor:		Estimated Start & End Date: (REQUIRED)	
Amount:		Spend Category: (REQUIRED)	
PO/Task Order		To Be Completed by Requestor	
PO Eligibility Checklist	<p>These guidelines are intended to help determine whether a project qualifies as:</p> <ul style="list-style-type: none"> <li>• <b>Repair work</b>, which can be contracted via a <b>Purchase Order (PO)</b> with the <i>Repair Work Services Rider</i> dated 3/5/25 attached, or;</li> <li>• <b>Construction work</b>, which requires a <b>formal contract</b> due to regulatory, permitting, and/or design requirements. Contract requests shall be submitted to the FPM contracts team via e-Builder/Trimble.</li> </ul> <p>The Repair Work PO process may be utilized by FMS for repairs and minor modifications performed within existing facilities and must meet all the Repair Work Criteria outlined below. <b>If all the following criteria are met, the work may be contracted using a PO with the <i>Repair Work Services Rider</i> attached. See instructions file for additional guidelines.</b></p>		

	<p><b><u>Repair Work Criteria (Check all boxes that apply):</u></b></p> <p><input type="checkbox"/> Los Angeles Department of Building and Safety Department (LADBS) permit is NOT required for this work type.</p> <p><input type="checkbox"/> Scope of work is for repair work. Repair Work shall consist of “Like-for-like” repairs, or Emergency work, as defined below:</p> <p style="padding-left: 40px;">a. Like-for-Like Repairs:</p> <p style="padding-left: 80px;">i. Replacing components in the system (as opposed to replacing the entire system)</p> <p style="padding-left: 80px;">ii. Require no modifications to surrounding infrastructure (no change in dimensions, structural load, electrical load, duct/piping sizes, etc.)</p> <p style="padding-left: 40px;">b. Emergency work includes all of the following:</p> <p style="padding-left: 80px;">i. Investigative work or exploratory demo</p> <p style="padding-left: 80px;">ii. Equipment failure</p> <p style="padding-left: 80px;">iii. Leaks or flooding</p> <p style="padding-left: 80px;">iv. Property damage</p> <p style="padding-left: 80px;">v. Health or safety hazards (e.g., uneven surfaces, fall hazards, etc.)</p> <p><input type="checkbox"/> Total PO value (inclusive of tax) is below <b>\$100,000.00</b></p> <p><input type="checkbox"/> Scope does not include significant design or engineering design and does not require any stamped architectural or engineering drawings.</p> <p><input type="checkbox"/> Work is being managed by, and contracted directly, with FMS.</p> <p><input type="checkbox"/> No or limited subcontractor involvement.</p> <p><input type="checkbox"/> Scope of work includes Hazardous Materials Abatement (e.g., Asbestos, Lead, Biologicals, Subsurface contaminants, etc.)</p> <p style="padding-left: 40px;"><input type="checkbox"/> N/A</p> <p style="padding-left: 40px;"><input type="checkbox"/> An approved blanket COI for the approved abatement contractor must be on file.</p> <p style="padding-left: 40px;"><input type="checkbox"/> Total abatement costs must be under \$10k</p> <p><input type="checkbox"/> Work does not require any of the following criteria:</p> <p style="padding-left: 40px;">a. Mobile crane or Hoist</p> <p style="padding-left: 40px;">b. Heavy equipment (e.g. Loader, Excavator, Backhoe, etc.)</p> <p style="padding-left: 40px;">c. Confined Space Entry</p> <p style="padding-left: 40px;">d. Excavation</p> <p style="padding-left: 40px;">e. Scaffolding</p> <p><input type="checkbox"/> Work does not require development of a site-specific health and safety plan for approval by the FPM Health and Safety Team.</p>
<b>Exception Request:</b>	
<p><b>Task Order Requirement:</b></p> <p><i>To be confirmed with Contracts</i></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>Verify that signed final Task Order Copy is attached to PO request. See instructions file for Task Order Requirements</i></p>

REQUIRED INFORMATION					
To Be Completed by Requestor (add lines as needed)					
Equipment Info.					
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"/>

<b>Approvals</b>	<b>Copy to Asset Management Database Administrator</b>		
<b>Project Manager/ Requestor:</b>		<b>Date:</b>	
<b>Maint. Manager Approval:</b>		<b>Date:</b>	
	<i>MEP Associate Director or Zones Manager</i>		
<b>O &amp; M Dir. Approval:</b>		<b>Date:</b>	
	<i>Mark Garcia-May/Margarita Cardenas, Director Maintenance/Operations</i>		
<b>AR Program Approval:</b>		<b>Date:</b>	
	<i>Judith Mass, Director of Asset Renewal</i>		
<b>AVP Approval:</b>		<b>Date:</b>	
	<i>Mark Mosley, Associate Vice President Facilities Management Services</i>		
<b>Account Info.</b>	<b>To be completed by Director of Asset Renewal</b>		
<b>Select funding source:</b> <input type="checkbox"/> Major Maintenance <input type="checkbox"/> Utilities <input type="checkbox"/> Facility Improvement Fund <input type="checkbox"/> Special Account <u>PPGG:</u> _____			
<b>Major Maintenance Project Type, select one:</b>  <div> <input type="checkbox"/> Chilled Water                      <input type="checkbox"/> Electrical (EL)                      <input type="checkbox"/> Elevator (EV)                      <input type="checkbox"/> Exterior (EX)         </div> <div> <input type="checkbox"/> Fire/Life/Safety (FLS)                      <input type="checkbox"/> Fountains                      <input type="checkbox"/> Historical                      <input type="checkbox"/> HVAC (HV)         </div> <div> <input type="checkbox"/> Interior (IN)                      <input type="checkbox"/> Plumbing (PL)                      <input type="checkbox"/> Process (PR)                      <input type="checkbox"/> Street &amp; Hardscape (SH)         </div> <div> <input type="checkbox"/> Storm Drain/Sewer Infrastructure (ID)                      <input type="checkbox"/> Water Infrastructure (IW)         </div> <div> <input type="checkbox"/> Steam Infrastructure (IS)                      <input type="checkbox"/> Electrical Infrastructure (IE)         </div>			
<b>For Projects funded from the FIF Emergency Repairs &amp; Compliance Category List, select one:</b>  <div> <input type="checkbox"/> ADA - 682826                      <input type="checkbox"/> Streets &amp; Hardscapes &amp; Field – 682844                      <input type="checkbox"/> Steam Distribution - 682859         </div> <div> <input type="checkbox"/> Professional Services -682828                      <input type="checkbox"/> High Voltage Distribution - 682847                      <input type="checkbox"/> Roofing Safety Systems- 682862         </div> <div> <input type="checkbox"/> Doors - 682830                      <input type="checkbox"/> Storm Drain/Sewer Distribution - 682848                      <input type="checkbox"/> FIF Contingency - 682863         </div> <div> <input type="checkbox"/> Elevator Upgrades - 682834                      <input type="checkbox"/> Fire Life Safety - 682850         </div> <div> <input type="checkbox"/> Historic/Restoration Projects – 682839         </div> <div> <input type="checkbox"/> Chilled Water – 682842                      <input type="checkbox"/> Water Distribution - 682858                      <input type="checkbox"/> BMS Controls - 682684         </div>			