



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

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

<b>Project Info.</b>		<b>To Be Completed by Requestor</b>	
<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, Auxiliares 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>Funding Request</b>		<b>To Be Completed by Requestor</b>	
<b>Vendor:</b>		<b>Estimated Start &amp; End Date:</b> <b>(REQUIRED)</b>	
<b>Amount:</b>		<b>Spend Category:</b> <b>(REQUIRED)</b>	
<b>PO/Task Order</b>		<b>To Be Completed by Requestor</b>	
<b>PO Eligibility Checklist</b>	<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 4/15/25 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> <ul style="list-style-type: none"> <li><input type="checkbox"/> Los Angeles Department of Building and Safety Department (LADBS) permit is NOT required for this work type.</li> <li><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: <ul style="list-style-type: none"> <li>a. Like-for-Like Repairs: <ul style="list-style-type: none"> <li>i. Replacing components in the system (as opposed to replacing the entire system)</li> <li>ii. Require no modifications to surrounding infrastructure (no change in dimensions, structural load, electrical load, duct/piping sizes, etc.)</li> </ul> </li> <li>b. Emergency work includes all of the following: <ul style="list-style-type: none"> <li>i. Investigative work or exploratory demo</li> <li>ii. Equipment failure</li> <li>iii. Leaks or flooding</li> <li>iv. Property damage</li> <li>v. Health or safety hazards (e.g., uneven surfaces, fall hazards, etc.)</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Total PO value (inclusive of tax) is below <b>\$100,000.00</b></li> <li><input type="checkbox"/> Scope does not include significant design or engineering design and does not require any stamped architectural or engineering drawings.</li> <li><input type="checkbox"/> Work is being managed by, and contracted directly, with FMS.</li> <li><input type="checkbox"/> No or limited subcontractor involvement.</li> <li><input type="checkbox"/> Scope of work includes Hazardous Materials Abatement (e.g., Asbestos, Lead, Biologicals, Subsurface contaminants, etc.) <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> <li><input type="checkbox"/> An approved blanket COI for the approved abatement contractor must be on file.</li> <li><input type="checkbox"/> Total abatement costs must be under \$10k</li> </ul> </li> <li><input type="checkbox"/> Work does not require any of the following criteria: <ul style="list-style-type: none"> <li>a. Mobile crane or Hoist</li> <li>b. Heavy equipment (e.g. Loader, Excavator, Backhoe, etc.)</li> <li>c. Confined Space Entry</li> <li>d. Excavation</li> <li>e. Scaffolding</li> </ul> </li> <li><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.</li> </ul>
<b>Exception Request:</b>	
<p><b>Task Order Requirement:</b>  <i>To be confirmed with Contracts</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul> <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 <i>PPGG:</i> _____			
<input type="checkbox"/> ADA <input type="checkbox"/> Hardscape/Landscape <input type="checkbox"/> Building Envelope <input type="checkbox"/> Professional Services <input type="checkbox"/> Utility Repairs <input type="checkbox"/> BMS Controls <input type="checkbox"/> Doors <input type="checkbox"/> Elevators <input type="checkbox"/> Fire Life Safety <input type="checkbox"/> Other FIF Contingency			