**FACILITIES SERVICES MINOR CRITICAL MAINTENANCE PROJECT REQUEST**

**Please submit project requests no later than August 1 for the next FY cycle (April 1 – March 31) (example 8/1/19 for FY 20/21)**

**Note due to the size and budget of the project requested, there is a possibility that the projects will be deferred to a future FY**

**PREPARED AND SUBMITTED BY**

**Request Date:**

**Director of Facilities Services has reviewed & approved request:**  **Yes**  **No *[double click on box to check]***

**Request Submitted by (Name and Title):**      

**Facilities Services Contact [if not same as above] (Name and Title):**

**PROJECT INFORMATION**

**Project Title:**

**Location of Work (Bldg. & Room No(s) or Site):**

**Scope of Project / Description of Work:**

**QUALIFYING PROJECT**

**To qualify project must meet the following (check compliance with items below) *[double click on box to check]*:**

Critical maintenance necessary to preserve

facility in good working condition

State-owned, non-residential property

Work to be performed expected to have a useful

life of 10 years or more

The estimated total budget, including design and

construction costs are between $5,000 and

$150,000

Work is NOT for routine or recurring

maintenance or operations

Work is NOT for office, program or departmental

relocation to support program enhancements

Work is NOT for moveable furniture, equipment,

or carpeting

Work is NOT for parking lots

**PROJECT JUSTIFICATION CODE**

**Code and Priority Level (Select the code that best describes the overall project) *[double click on box to check]*:**

***CODE LEVEL A***

**Priority Level A-I: Life Safety and Legal Compliance**

Hazardous life safety building or site conditions that jeopardize people, programs and equipment

Repairs are required for immediate compliance with state and federal agencies

**FACILITIES SERVICES MINOR CRITICAL MAINTENANCE PROJECT REQUEST (Continued)**

**Priority Level A-II: Damage or deterioration of facilities**

* Repairs to facilities that unless corrected will lead to lose of facilities (structure, utilities and building systems)

**Priority Level A-III: Cost-effective Measures**

* Repairs required to prevent serious facilities deterioration and significantly higher maintenance costs (material and labor) if not immediately corrected

***CODE LEVEL B***

**Priority Level B-I: Delayed Code Level A**

* Repairs less compelling than code level A

**Priority Level B-II: Deferred Maintenance**

* Deferral of repairs that will lead to major damage to a facility and loss of use, hamper program activity, or affect operations

***CODE LEVEL C***

**Priority Level C-I: Delayed Deferred Maintenance**

* Repairs that can be postponed

**Priority Level C-II: Anticipating Actions**

* Actions carried out in anticipation of long range development including infrastructure elements and advanced planning for capital projects

**Priority Level C-III: Reduction in scope**

* Modify scope to smaller scale or consolidate with other projects

**ADDITIONAL JUSTIFICATION (IF REQUIRED)**

**PROJECT BUDGET**

**Provide Estimated Budget (if known) [Note Facilities Planning will review budget & make required adjustments]**

Design $

Construction $

Total $

**PREFERRED SCHEDULE**

Start Date

End Date

**ASSIGNED BY FACILITIES PLANNING**

**Project Number:**      

**Account Number:**      

**Budget Allocation:** $