**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:** $