

## Facilities Maintenance

If the repair is an **EMERGENCY** involving health and safety, call FM or a vendor to make the repairs. Notify Deby at the first opportunity so she can determine how to pay the vendor or set up an FM workorder.

### **Maintenance**

Includes repairs and routine maintenance, including but not limited to plumbing, electrical, sewer, painting, heating, fencing involving removal of old fencing and installation of new, roofing, resurfacing floors, installation of greenhouses, sheds, landscaping, resurfacing and graveling of roads, carpeting, window coverings, replacement windows

#### ***Process***

- Email or call NRS Campus Office to initiate a workorder for the project
- Provide description, vendor, estimate of cost if working with an outside vendor, and Cost Center

### **Construction and Renovation**

Discuss with NRS Campus Associate Director. Submit a *Project Initiation Form (PIF\*)* to NRS Campus Office to initiate the formal process. FM will lien funds for a Workorder. FM will take funds for a Plant Account so all funds have to be in place before the project can begin.

#### ***Process***

##### **Workorders**

Costs estimated at \$49,000 and under do not require a bidding process. FM can determine if it should be done as a Workorder or a Plant Account.

##### **Minor Capital Project**

Costs estimated at between \$50,000 - \$750,000

\$50,000 - \$100,000 allows for an informal bidding process

Over \$100,000 formal bidding process requires advertising

May be a Workorder or a Plant Account

##### **Major Capital Project**

Costs estimated at over \$750,000, requires formal bidding process

Will be a Plant Account

### **\*Project Initiation Form (PIF)**

- Include a vendor proposal if you will be working with an outside vendor
- FM will assign a Project Manager

If you know who you would like for a Project Manager, indicate on the PIF so we can request that person in advance. Contact that person before we submit the Project Request to FM so they are aware of the project. FM meets every Monday to assign Project Managers to projects that have been submitted through an online process the week before.