



FCA IMF/PPI (over \$20K)
Funding Request Form

SECTION 1

Your Name:
Building Name:
Room # or Location:
System:

Date:
Building #:

- Plumb
HVAC/Chiller
Elec
Roof
Exterior
Life Safety
Other

Is this an Emergency? Yes [] If yes, fill out Section 2 & 4; Contact Asset Supervisor & UP Engineer ASAP!
No [] If no, fill out Section 3 & 4.

SECTION 2 - Emergent Concern

Describe the situation in as much detail as possible:

Provide approximate (reasonable) cost range:

SECTION 3 - Future Concern

Describe the situation in as much detail as possible:

Provide approximate cost range:

SECTION 4

Are there any attachments (Photos, sketches, etc...):

Make a copy of this document for yourself.

Trade Person: Give this completed form to Asset Supervisor.
Asset Supervisor: Scan and send this to UP Engineering Head.

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M UNIVERSITY OF MICHIGAN

FCA Emergency and Follow up

<u>Emergency Criterion</u>	Plumb HVAC/Chiller Elec Roof Exterior Life Safety Other
1) Over \$20K	
2) Can not wait until next FY for priority funding per FCA process (Funds are usually released by late summer)	
3) Imminent failure or currently inoperable	
Examples: Leaking pipe near electrical room; research facility - could endanger experiment if it fails.	

<u>UPE Staff:</u>	<u>Date:</u>
<u>Work Request #</u>	
<u>Validated by FCA Team?</u> Yes No If Yes, by which team?	
Further description of problem: (if applicable)	
<u>Priority</u> ¹	1 2 3 4
<u>Classification</u> ²	Plant Adaptation Deferred Maintenance Capital Renewal
<u>Is this an energy conservation project?</u>	Yes No
If yes, simple payback _____ years and estimated cost savings \$ _____	
Why can it not wait until next FY? What is the priority? Does the risk of waiting outweigh the cost of potential damage?	
What happens if it fails or is not working? What is failing?	
Provide approximate cost estimate range, include other supporting trades ³ :	

*Attach initial FCA IMF/PPI Funding Request Form; Include any attachments, photos, sketches, etc.; Scan and send to UP Engineering Head

Footnotes:

1. Use the following as a guide to establish the project priority. FCA teams will review.
 - a. PRIORITY 1 - Currently Critical (Immediate)
 - b. PRIORITY 2 - Potentially Critical (Year One)
 - c. PRIORITY 3 - Necessary - Not Yet Critical (Year Two-Five)
 - d. PRIORITY 4 - Recommended (Year Six-Ten)
2. Use the following to establish a project classification. FCA teams will review.
 - a. Plant Adaptation - Refers to expenditures required to adapt the physical to the evolving needs of the institution and to changing codes and standards.
 - b. Deferred Maintenance - Refers to expenditures for repairs which were not accomplished as a part of normal maintenance or capital repair which have accumulated to the point that facility deterioration is evident and could impair the proper functioning of the facility. Deferred maintenance projects represent catch up expenses.
 - c. Capital Renewal - Refers to major repairs or the replacement/rebuilding of major facility components. The big difference between Capital Renewal and Deferred Maintenance is the timing. As items reach the end of their useful life they become Capital Renewal items. If they are not replaced at the end of their useful life then they become deferred. Thus, you will see identical projects on both lists. Upgrading of major systems with newer technology are also considered Capital Renewal items.
3. Estimate should be for the construction cost of the project. The FCA system automatically adds general conditions, fees and contingencies.