The FOS Processes:

**Billable: Requests & Projects**

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**Step 1: Contacting FOS**

Contact the applicable Planner Estimator (PE) to discuss and review your request or project: *These are typical projects:*
- Installation of new equipment
- Installation of carpet
- Interior renovation
- Painting
- Installation of new furniture
- Upgrade lighting
- Electrical upgrades
- Laboratory plumbing upgrades
- ADA or Life Safety compliancy upgrades
- Classroom Project Upgrades

**Step 2: The Project Scope**

Now that the scope of your project has been defined, here is what you can expect from the PE:

1. Provide you with a Order of Magnitude cost estimate
2. Receive your Purchase Order
3. Contact Contract Services for building plans if needed
4. Provide you with a final project cost
5. Depending on the scope of your project, your PE may forward your project to Contract Services.
6. Identify the contractor; in house staff or outside vendor

**Step 3: Project Coordination and Construction Options**

**PE coordinates your Project using “In-house labor”:**

1. Your PE will order all materials and schedule all applicable in-house staff.
2. Your Project will be assigned a Work Request Number whereby materials and labor can be tracked for billing purposes.
3. Electronic billing will occur weekly.

**Contract Services coordinates your project using vendors:**

1. Your PE turns your project over to Contact Services who has the responsibility of:
   - ordering all materials
   - scheduling all applicable vendors
   - assigning a Work Request Number for billing purposes
   - coordinate with REHS or Material Services
   - provide weekly electronic billing
2. Your PE keeps abreast project developments.

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Reporting Maintenance Problems - The Process