How to use the Work Order System...
Facilities (FM, CP&C, EH&S, SL)
Work Management System

- **Guide to Problem Types**

  - **HVAC (FM):** Mechanical maintenance on climate control equipment.
  - **Cabling (Student Life):** Cable TV services for Residence Halls, Mines Park Apartments and Greek Houses.
  - **Construction (CP&C):** Change to the physical environment. (Floors, walls, ceilings, interior and exterior finishes, mechanical, electrical, plumbing). Change to the use of a room or other space. Planning and design services.
  - **Health & Safety (Environmental Health and Safety):** Hazard assessments, personal protective equipment selection, EHS training, indoor air quality assessment.
  - **Climate Control (FM):** Building space temperature adjustments, HVAC equipment programming.
  - **Custodial (FM):** All custodial services.
Smaller request work i.e. office painting, furniture cleaning, etc. will no longer go through the full estimate process unless specifically requested.

- Work that is approximately less than $300 will be completed using the work order request as the authorization of work.

Estimate requests:
- Submit a work order for the cost estimate;
- FM assigns a project/estimate coordinator;
- FM will contact you to verify the request and determine what type of cost proposal is required (FM, CP&C or EH&S).
Mines Capital Process

- **Project < $25,000** –
  - Deans approval, funded with department or other local dollars.

- **Project > $25,000 - $2,000,000**
  - Capital committee approval, funded through general funds, auxiliary funds, gifts, and other funds.
  - Submit projects at beginning of budget cycle, January
  - Capital Committee prioritizes.
  - July - Capital committee issues list of approved projects.
Mines Capital Process

- **Major projects > $2,000,000**
  - Capital Committee approval $25,000 - $1,000,000
  - President approval $\leq$ $5,000,000$
  - Board of Trustees approval $> $5,000,000
  - State process
Questions?