

## Facilities Management Type F Work Requests

**Revised on 11/1/07**

### Purpose:

Type F Work Requests will be prepared for work requests funded by other departments and will be billed a “fixed” price rather than the actual cost. The price contained in the estimate field will reflect the fixed price to be charged.

The following types of work will be charged a fixed price:

- (1) Add a normal electrical outlet (duplex or quadplex with one circuit): **\$1,200** - additional outlets in same location **\$500**
- (2) Add an emergency power outlet (duplex or quadplex with one circuit): **\$1,425** - additional outlets in same location **\$725**
- (3) Add an alarm point (includes monitoring): **\$925** - additional alarms in same location **\$650**

**Note: Quadplex outlets that use more than one circuit will count as 2 outlets. For example: a quad with 2-30 amp circuits would cost \$1200 + \$500.**

No other work may be included on a Type F request that does not also have a fixed price. Projects and renovations that have other work included will be charged the actual cost of the work in addition to the actual cost of work that would be a fixed cost if done alone. This work will be done on a Type W work request. Fixed price work and actual cost work can not be done together on a Type F. Work for multiple outlets or alarms must be done at the same time to receive additional outlet pricing discount.

### Workflow:

- Requestor sends work request to Facilities Management
- Assistant Director of Planning decides if work should be a type F and annotates the paper form
- FM front office enters work request in Facility Focus as a Type F
- Request is sent to Planning & Design
- Designer prepares a brief sketch and meets onsite to confirm the location of the outlets with the customer. The customer signs off on the sketch confirming the location of the outlets and acknowledges the cost. Designer checks for ADA/TAS impacts
- Designer gives the customer a copy of the Safety form if the Work Request is for equipment that is to be located in a corridor. Designer will explain that the Safety Office must approve the location before the work may begin
- Designer prepares ACAD drawing **or forwards a neatly drawn hand sketch** to issue for C&M .

- Estimating enters the cost in Facility Focus. The estimated cost will be entered as a shop or craft titled “Fixed Price”
- If an estimate was required by the department and a person with approval authority did not sign off on the sketch, then a formal approval document will be sent to the department.
- Request routed back to front office and then to C&M to complete work
- Electricians forward updated panel schedule back to P&D when project is complete.
- At the close of each month, FM Information System Office will run a report showing all Type F requests closed for that month and include it in the monthly IDT package. The report will show both estimated and actual cost. The estimated cost will be the same as the billed amount. Type F requests will be included in the electronic file sent to UTHSCSA accounting.
- The FM front office will include paper copies of the Type F accounts as well as Type W. The ‘estimate’ will be written on the bottom of the form instead of the actual cost.