

Maintenance Project Evaluation Committee

Departments may request MPEC to review a project, understanding that requests for use of MPEC will be applied to the most critical need.

These funds are to be used for repair or replacement of existing infrastructure due to disrepair, inability to function, inadequacy for current operational needs, safety, or energy savings. These funds are not to be used for routine maintenance or for enhancements to academic programs. These funds may not be used for non-University properties, maintenance or custodial contracts, equipment purchase or rental, software, auxiliaries, travel, or training. Projects that are exclusive to one particular space may not qualify for MPEC funding. An example of this might be an exhaust system that only supports one research lab. Funds may be requested for items that are a permanent part of the facilities that fall into one or more of the following categories.

Please check applicable category/categories:

- ☐ Building envelope projects (roof, windows, foundation, and exterior walls).
- ☐ Improvements in the reliability or restoration of the central HVAC, vertical transportation, plumbing and electrical building systems.
- ☐ Electrical, potable water, natural gas, sanitary sewer, storm water systems.
- ☐ Interior finishes (ceiling, painting and replacement of flooring) in public spaces, such as entry ways, hallways, restrooms and stairwells.
- ☐ Interior finishes and upgrades to classrooms.
- ☐ Accessibility projects.
- ☐ Life Safety systems.
- ☐ Code upgrade and modernizations to major building systems.

Justification for using MPEC/USM/FLS Funds

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Project Request Form

PMF/TAP/Overhead:

Requestor (Your Name):		Date:
Project Title:		
Building Name & #:		
New Project Request: <input type="checkbox"/> Yes <input type="checkbox"/> No	Existing Project #:	Existing WO#:
Project Description/Scope (<i>attach any estimate prior to request</i>):		

Expected Construction Start Date:	Expected Completion:	Financial Closeout:
Purchase Material & Services:		Previously Approved Amount (if Applicable):
In-House Labor:		Revised Total Project Cost:
Contingency:		
PMF:		
Total Estimate:		

For Committee Use Only:

Asst VC Capital Project Management	Date	Recommended for Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>
Asst VP Facilities Services	Date	Recommended for Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>
Asst VC Planning	Date	Recommended for Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>

For Projects over \$50,000:

MPEC Committee: (For Projects Over \$50,000)	Date	Recommended for Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>
Senior Associate VC/VP, F/CM:	Date	Recommended for Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>

For Business Services only:

Funding Source:	
New Project CC:	

Balances as of:

MPEC:	
USM:	
FLS:	
Classroom Refresh:	

Project Scoring Matrix:

Score (0-10)	Weight (%)	Weighted Score	Criteria Items
			(1) Urgent Repair, Replace, Regulatory, Mandate, Life Safety, Business Continuity
			(2) Impact to research/study/teaching
			(3) Funding contribution, economic payback, sustainability, opportunity to group w/other projects and partial funding by others
			(4) Appropriateness of investment, benefits long-range plans and building FCIN
	100%		Total