

**Maintenance Project Evaluation Committee**

Departments may request MPEC funds to review a project, understanding that requests for use of MPEC Funds 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. 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 *Appropriated Heaf Funds***

|   |                     |               |
|---|---------------------|---------------|
| Requestor (Your Name):  |                     |               |
| Project Title:  |                     |               |
| Building Name & #   |                     |               |
| New Project Request<br><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 Date: |  |
| Purchase Material & Services      |                           |  |
| In-House Labor                    |                           |  |
| Contingency                       |                           |  |
| Overhead Fee                      |                           |  |
| Total Estimate                    |                           |  |

**For Committee Use Only:**

|                          |      |   |
|--------------------------|------|---|
| FPC Executive Director:  | Date | Recommended for Approval:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| FM Executive Director:   | Date | Recommended for Approval:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Facilities Planning Dir: | Date | Recommended for Approval:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |

**For Projects over \$50,000:**

|   |      |   |
|---|------|---|
| MPEC Committee:<br>(For Projects Over \$50,000) | Date | Recommended for Approval:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| AVC/AVP FP&CM:                                  | Date | Recommended for Approval:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
|   |      |   |

**For Business Service only:**

|                |  |
|----------------|--|
| Funding Source |  |
| New Project CC |  |