

Facilities Planning & Management (FPM) Processes—An Overview

Every facilities request has unique aspects. This synopsis provides a general overview of the steps involved in different kinds of facilities needs.

Maintenance and repairs:

- Emergencies:
 - For responses to public safety hazards (i.e. natural gas odor, fire) refer to the red and black emergency handbook and call 911, then call FPM Work Control at (217) 581-3416
 - For urgent facilities requests regardless of time or date, call FPM Work Control, do not email. Examples include broken exterior locks and broken windows.
- Submit routine non-urgent work requests to: eiumaint@eiu.edu
 - Hot/cold calls, interior door locks, plumbing drips, burned out light fixtures, tripped breakers, weed control, etc.
 - Requests may include special requests for event setup, special cleaning for guests, planned events for students, recruiting, etc.
 - Some requests may require departmental funds for materials and/or labor
- Housing staff provides pest control – contact them at (217) 581-7071
- Communications to alter the scope of the work or seek additional work (while employees are in the area) need to route through the shop supervisor for prior approval

Projects funded by department/school or college funds

- Initiate project requests through Work Control
 - Projects above \$5,000 will be considered and prioritized via Plantworx
 - Changes, upgrades or improvements to building systems: air conditioning, heating, ventilation, electrical, plumbing, telecommunications or data wiring systems; equipment installation that requires utilities connections or other specialized requirements, such as power or cooling; improvement, alterations, renovation or remodeling of existing facilities (other than maintenance or repairs); changes to interior finishes including, floor coverings, window treatments and furnishings.
- Approval levels include the fiscal agent for the funds, Vice President for Academic Affairs, and President. The Board of Trustees approves purchases/contracts greater than \$250,000
- Architect/Engineer firms are on retainer for work requiring design services
 - May include feasibility studies, conceptual designs to seek donors
 - Depending on the facility's age – proposed modifications may need review by the Illinois Historic Preservation Agency
 - Depending on scope of the work the project may need review for ADA compliance
- FPM work forces are the preferred providers for moderate-sized projects

Projects funded via Capital Development Board (CDB)

- Large capital projects are typically requested years in advance, examples include the Doudna Fine Arts addition and the new science building
- Capital Development Board hires the professional design consultants and runs the construction process from start to finish with input from campus units, the campus holds no contracts
- Communications route through FPM to CDB project manager and the design firm and not directly to contractors