Tuesday, September 20, 2016

Facility Enhancemen**t** For**m** Submissio**n**

In an effort to streamline the process for facility enhancement forms we have made the process electronic. A Facility Enhancement Form "FEF" is required for any project that would alter or add something to your campus, facilities, or grounds that is not already existing. These steps below will walk you through the steps required to correctly submit an FEF. The link below is where you can find the FEF to submit for your projects or improvements you are planning. The link is also available on the Maintenance website, it can be found by going to www.conroeisd.net, More, Departments, Maintenance, and Facility Enhancement Form (Under Forms on the left-hand side).

http://custmaint4:99/lfserver/Facility_Improvement_Request_A

1. Click on the link above or the link found on the Maintenance and Custodial website.
2. Type in the Principal or Department Head name in the "Submitted by" blank. The submitter must be a Department head or Campus Principal or the form will be returned disapproved.
3. Type in the email address for the Department head or Campus Principal. The email address must be the email of the Department head or Campus Principal or the form will be returned disapproved.
4. Select the appropriate campus from the drop down.
5. Type in as much detail as possible in the space provided for the description of the work. This will allow the administrators reviewing the project for approval the information needed to understand the request. This information along with the ability to add attachments will provide the details needed for review.
6. Type in the estimate for the work being submitted for approval.
7. WOID, stands for work order identification number. All request require a WOID for tracking purposes regardless of who is doing the work. This is also what is used to request quotes needed on the FEF. The work order must be submitted in School Dude and identified in the FEF. If an actual WOID is not used the form will be returned disapproved.
8. A funding source must be selected. The options are: campus activity fund, campus departmental budget, or funding source unknown. If campus activity fund is selected no further information is needed. If campus departmental budget is selected, you must identify the full campus/departmental budget line where you see the XXXX-XX-XX-XXX-XXXXX-XXXX. If you selected funding source unknown, then you must type in who you are requesting to fund prior to submission.
9. Use the additional comments section to add supplementary information for your project that you feel may communicate added details about the project being requested. The more information the better for those reviewing your project for approval.
10. The electronic FEF also gives you the opportunity to attach documents such as pictures, quotes, and drawings. Provide as much detail as possible. To attach documents simply click on the "Attach Supporting Documents" button. It will open up a separate window. To attach select browse, find the document on your computer, select the document, and click open at the bottom of the window. If you have multiple documents to attach repeat the process until you have attached all of the documents, you wish to include. After you have selected all of the documents you wish to attach click on "Finish" and it will close the attachment window.
11. If the project being requested has a cost you **MUST** first have a detailed quote for the requested work. If you do not yet have a quote do not submit the FEF. If the quote does not detail then drawings, prints, and or pictures must be attached prior to submitting the FEF along with the detailed quote. You want to attach as much information as you can for consideration during the approval process.

12. Review your FEF to make sure that you have completed all necessary information for your project to be reviewed for approval.
13. Click the submit button.
14. If all requirements are not met the FEF will be disapproved and will have to be resubmitted.

Your FEF is submitted. What happens now? They system will send an email for the form to be routed for approval. The routing of the form is dependent on the work being requested and the level of your campus. After routing is assigned the form will electronically be routed from one administrator to the next automatically after approval. If the form is approved by all in the routing tree or if disapproved at any point during the process the system will send the submitter an email listing those who have approved/disapproved, their comments, and a PDF attachment of the submitted FEF. If your form is approved, it is the campus or departments responsibility to set-up funding, communicate with the departments or contractors performing the work, and to communicate with the Purchasing Department to make sure vendor is legally procured.