FACILITIES MANAGEMENT
110 Work Initiation

U116: Capital Project WOs
EXAMPLES NEEDED FOR TRAINING

Slide 7: Access the Capital Project Workbench and review how to use the views and how to query up projects.

Slide 9: Access the Capital Project form and click the Work Orders tab to view the work orders written to the project.

Slide 11: Access the Capital Project Work Order form and review the fields in comparison to the regular Work Order form.

Slide 15: Access the Capital Project form directly and query a project number, then click the Work Orders tab to view the work orders written to the project.

Slide 16: Access the Capital Project Workbench and query a project number, click View/Edit... button, then click the Work Orders tab to view the work orders written to the project.

Slide 17: Access the Work Order form and query a project number from the Request button.

Slide 18: Allow the students to do the exercise, then go through the answers by showing them on the projection screen where to find the answers.

Exercise Answers
1. Number of work orders = 4
2. Fees billed to the customers = $3,000
3. Actual amount of project = $87,747.17
4. Account number billed = 1003-895-200000
U116 CAPITAL PROJECT WORK ORDERS

SUBJECTS COVERED IN THIS UNIT:

Introduction ................................................................. 4
Capital Project Workbench................................. 7
Capital Project Form......................................................... 9
Capital Project Work Order Form...... 11
Querying for Capital Project WOs ..... 15
Exercise ................................................................. 18
INTRODUCTION

What is a Capital Project?

- A project administered by Capital Planning & Project Management (CPPM) and defined as a nonrecurring capital expenditure that falls into one of three categories:

1. New construction
2. Building or land purchase
3. Modification of existing facilities, which may include:
   - Remodeling to meet programmatic needs
   - Building code or equipment upgrades
   - Complete facility renewal
INTRODUCTION

What is a Capital Project Work Order?
- A work order used to roll costs up to a particular Capital Project number

How do I recognize a Capital Project Work Order?
- A Capital Project number consists of bldg #/ year created/ 4 digit identifier number, i.e. 125071234
- From the Work Order form, press the Request button and the Capital Project field will be filled in with a CP number
- From the Service Request form, the Capital Project field will be filled in with a CP number at the top of the form

Who is authorized to create Capital Project work orders?
- Project Coordinator assigned to the Capital Project
- Project Accountant assigned to the Capital Project
- FM Service if awarded a portion of the Capital Project
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## CAPITAL PROJECT WORKBENCH

### View All Capital Projects

<table>
<thead>
<tr>
<th>Building</th>
<th>Status</th>
<th>CP Number</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>142</td>
<td>ACTIVE</td>
<td>142061885</td>
<td>REPLACE MOOS TOWER COMPRESSED AIR PLANT W/ AIR COMPRESSOR</td>
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<tr>
<td>142</td>
<td>ACTIVE</td>
<td>142061887</td>
<td>FY06 AHC CLASSROOM IMPROVEMENTS</td>
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<tr>
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<td>MOOS 4TH FL DENTISTRY SIMULATION LAB RENOVATION</td>
</tr>
<tr>
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<td>IMPLEMENTATION OF RECOMMISSIONING STUDY-MOOS TOWER</td>
</tr>
<tr>
<td>142</td>
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<td>142071650</td>
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<tr>
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<tr>
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<td>142071659</td>
<td>MOOS TOWER-RENOVATE SPACE FOR ENR/DEP OF SURI</td>
</tr>
</tbody>
</table>

### Navigation:

1. **Capital Projects**
2. **Supervisors**
3. **Edit View...**
4. **Add...**

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U16 Capital Project Work Orders Ver 2
1. Access the *Capital Projects Workbench* from the Navigator screen.

2. Click the down arrow next to the workbench view name and choose a public view from the list.

3. Or create a new view by clicking the **Edit View** button.

4. Perform a query using the **Building**, **CP Number**, or **Description** fields.

**Function Buttons:**

- **Add...**: Opens the *Capital Project* form to add a new project.
- **Export...**: To export project data to a text or html file.
5. Click the View/Edit button to bring up the Capital Project form and view the details of the project.

Reference Tabs:

- **Details**: Lists the Capital Project ID, Code, Budget Year, College Unit, Budget File #, Campus, Capital Budget Category, Project Phase, CPPM Department, Gross Square Footage of Project.
- **Versions**: Lists changes made to the project in funding and scope, and the dates the changes were made.
- **Approvals**: Lists funding approvals, amounts and dates they were approved.
- **Schedule**: Lists the begin and end dates for each phase of the project.
- **Accounts**: Lists the funding amounts and accounts that make up that funding.
- **Budget**: Lists the anticipated expenditures for each part of the project, also lists actual vs. budgeted costs.
- **Work Orders**: Lists all work orders written against the project and their statuses.
- **POs**: Lists all purchase orders written against the project with vendor name, description and PO amounts.
- **Locations**: Lists the building, floor, room and percentage of the project the location entails.

Function Buttons:

- **Fees...**: Lists the fees charged to the customer when project is closed along with the WO number that was billed.
- **Audit Trail...**: Lists changes that were made to fields on the Capital Project form along with the dates changed and by whom.
- **Leases...**: Not currently being used.
- **Dates...**: Dates the project was modified and by whom.
CAPITAL PROJECT WO FORM

**General Information**
- **Status**: CLOSED
- **Type**: SERVICE
- **Priority**: 3D
- **Method**: IN HOUSE
- **Crew**: STEAM
- **Assigned To**: MINGOK

**Start Date**: FRI JUL 22, 2005
**Due Date**: MON AUG 22, 2005
**Complete Date**: WED NOV 8, 2006

**Site**: STEAM

**Requirements**
- REPLACE AND INSTALL STEAM VALVES AT THE #201 JCT AND THE WASHINGTON AVE JCT. ON THE W. BANK. CHECK W/MINGO 716-4586
CAPITAL PROJECT WO FORM

Reference Tabs:

- General: Lists the work order details in a slightly different format than the regular *Work Order* form.
- Detail: Not currently being used by FM.
- Budget: Provides information on estimated and actual charges to the work order as well as defining the budget code and the billing accounts.
- Schedule: Permits you to define a schedule for the work order.
- Routing: Shows an audit of the work order status and who made the changes. Comments can be added after the transaction has occurred.
- Requisitions: Lists purchase requisitions associated with this work order, with the ability to add a new one. Change Requests are currently not used.
- POs: Lists purchase orders associated with this work order, with the ability to add a new one. Note: Only the Purchasing Dept can do this.
Function Buttons:

- **Billing**: To view account numbers charged.
- **Print**: To print the current work order.
- **Dates**: Shows dates related to work order schedule, modification, date last printed, etc., along with user names.
- **Costs**: Takes you to the *Work Order Cost Summary* form to view all related charges, account numbers billed, timecard comments, and a detailed print out of the work order can be accessed here.
- **Request**: Shows Requestor data for the work order.
- **Audit**: Lists work order modifications, dates modifications were made, and user name of modifier. Comments can also be added next to each modification entry.
QUERYING FOR CP WORK ORDERS

- From the *Capital Project* form, query for a project using any one of the fields on the General tab
- Click the Work Orders tab to view all work orders written to the project
QUERYING FOR CP WORK ORDERS

- From the *Capital Project Workbench* form, query a CP number or Description
- Click the View/Edit... button to view the *Capital Project* form
- Click the Work Orders tab to view a list of work orders written against the project
From the *Work Order* form start a query
Click the *Request* button
Enter the CP number in the *Capital Project* field and execute the query
Work orders matching the CP number queried will appear
Use the *Pg Dn* key to scroll through the retrieved work orders
EXERCISE

- Query Capital Project number 142021618 and answer the following questions.

1. How many work orders were written to the project?
2. What fees were charged to the customer?
3. What was the actual cost of the project?
4. What account numbers funded this project?
The End!!!

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