STANDARD OPERATING PROCEDURE # FDO 3.309

Subject: Lease Space Maintenance Procedures

Purpose and Scope: To provide one document as a reference tool for customer information, that provides a comprehensive “checklist” of issues that must be addressed when requesting maintenance for off-campus leased facilities. To track number of maintenance requests for off-campus leased facilities. The procedures below will be used when requesting maintenance for leased facilities.

Procedures:
1. All leased property requests must originate with a Construction Project Request form.
2. Space Manager will review lease contract for maintenance requirements. Space Manager will contact Lessor according to contract provisions.
3. FPMC will provide the customer with a scope statement and a detailed estimate of costs for maintenance, if applicable.
4. Any maintenance to lease property will follow the FPMC project procedures.

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