

User Guide SM-03: When Is a Real Property Work Order Required and How Do I Get One?

I. When do stations need a work order for real property in FBMS?

Stations should report to their standing O&M work order(s) the cost of any maintenance or repair work to an asset (including labor hours), when the collective cost to the asset is under \$5,000. Costs to these work orders are distributed to all assets at the station according to settlement rules provided by station management. (Refer to User Guide SM-01, "Reporting Labor Hours and Costs for Maintenance and Construction.")

A new work order, assigned to a specific real property asset, is required when:

- repairs, alteration, or demolition of an asset will cost \$5,000 or more; or
- a new asset will be constructed; or
- preliminary engineering for repair to, or construction of, an asset will take place; or
- an existing project will be receiving funds from a different WBS, funds center, or partial fund than the one(s) for which the existing work order was created.

II. How does a station go about getting new work orders?

Notify your regional Asset Management Coordinator. Provide him or her with information about your project. (See Attachment 1, "Request Form for Real Property Work Order.")

III. What information does the AMC need to create a work order?

In order to create a new real property work order, your Regional Coordinator needs the following information:

1. The asset's real property inventory (RPI) number;
2. The estimated total project cost from all sources;
3. The WBS that will be used as a source of funds (there may be more than one; identify all that will be used);
4. The cost center responsible for the project (usually this is the cost code of the Complex; sometimes it's Engineering); and
5. The fund year or "partial fund" as it's known in FBMS (for example: 167 for FY 16 funds, 16X for multi-year funds, XXX for no-year funds).

A real property work order cannot be released in FBMS without an asset number recognized by both FBMS and SAMMS. This is a little tricky if the asset for which the work order is being created doesn't yet exist. For new assets, your AMC will need to send a form through the regional Budget and Finance Office to Denver Finance, requesting an asset number for the yet-to-be-constructed asset. The record must then be processed through the two databases. This can take a few days, sometimes more, so a little lead time is appreciated.

IV. Does the cost of a new asset being constructed make a difference?

Yes; construction costs of \$75,000 or more are treated by Finance as capitalized assets, meaning the cost of the asset is depreciated over time, starting from the asset's completion date. (The cost of construction for non-capitalized assets is expensed in the year the construction takes place.) Because of this, capitalized assets are treated differently in FBMS and require a special WBS.

If you have questions, please contact your regional facilities office, AMC or facilities supervisor.

**Your region may use a form such as this for requests.
Either way, you will need to provide the following information:**

Request Form for a New Real Property Work Order

1. This project is for:
2. If repairs, alteration, or demolition, what is the existing SAMMS RPI number?
3. If new construction, orgcode of the station (location of new asset):
4. Asset description (for both new and existing assets):
5. Very brief project description (what is being done?):
6. Estimated total project cost (from all fund sources):
7. WBS:
- If more than one fund source will be used, more than one work order will be required.
8. Cost Code (location of funds -- usually the Complex; sometimes Engineering):
9. Fund Year Code (this usually starts with "123", "12X", or "XXX"):
10. Person to contact if clarification is required:

When this form is returned to you, you will be provided with:

11. FBMS work order number:
12. UPC to use for this project on a PR: