

**SANTA ANA COLLEGE  
STANDARD OPERATING PROCEDURE  
FMRs**

**Facility Modification Request (FMR)**

SYNOPSIS

Objective: To establish internal procedures for Pre-FMR, Forms 1, 2 & 3

Applicable to: All SAC & CEC Personnel

Initiator: Administrative Services

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**1. Program Review**

Administrators, please document the need for facility improvements in your annual program review and resource allocation request as funding for FMR's (unless an emergency situation) will only be reviewed for approval during this annual time frame. Once approved by your VP, please follow steps 2-5 below.

Please note, if your college program is Career Educational Workforce Development eligible (i.e. criminal justice academy, Fire Academy) please request funding through this annual review process as well. If project is approved for funding via SWP/ CTE \$'s, please notate these accounts on FMR Form 1 (see instructions below).

**2. Pre-FMR Form**

- a) If unsure a certain project requires an FMR, the requester can fill out a [Pre-FMR Form](#) and submit to the VP of Administrative Services and copy the Executive Secretary of Administrative Services.
- b) The VP of Administrative Services will review request and if necessary forward Pre-FMR on to SAC's Director, Physical Plant & Facilities.
- c) The Director, Physical Plant & Facilities will then schedule some time to review request with the requester and determine if this project will be deemed maintenance (no FMR required) or if an FMR will need to be submitted. If an FMR is needed please follow steps 3-5 below.
- d) Please see AR 6601 link provided for further FMR details:

<https://intranet.rscgd.edu/Facilities/Documents/FMR/AR6601.pdf>

Also, for a broad overview of the Facility Modification process, please see the following FMR training link:

<https://intranet.rscgd.edu/Facilities/Documents/FMR/201030-FMR-Training-FINAL.pdf>.

**3. Form 1**

- a) The requester shall fill out Form 1.  
<https://intranet.rscgd.edu/Facilities/Documents/FMR/Form1.pdf>
- b) The requester will work with known vendors to provide an initial estimated cost for this project. This initial estimated cost is then included on Form 1, page 3. Please note - this initial estimated cost could be less than the actual cost due to additional expenses that arise during District Operations (DO) Facilities Planning review process.
- c) Once the requester has worked to obtain an estimated cost, the requester will then document the funding source (i.e. SWP/ CTE \$'s or Capital Improvement \$'s) on Form 1, page 3 ("Are funds currently available for this request"). Please note - all submitted FMR's must be tied to your current program review. Please have your program review (which documents this FMR need) available if requested.
- d) Once a funding source has been identified, the requester shall then obtain initials from their respected Dean/Manager and Vice President.
- e) Once initials are obtained, Form 1 will then be forwarded to the VP of Administrative Services, Responsible Originating Administrator (ROA), for review and approval, copying the Executive Secretary of Administrative Services and Director of Budget & Accounting.
- f) SAC's Director of Budget & Accounting will verify funding source and initial Form 1.
- g) Form 1 will then be signed by the ROA and forwarded to DO Facilities Planning.

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h) Administrative Services will maintain an FMR Tracking Log and a form repository.

**4. Form 2**

a) Once Form 2 has been submitted to DO Facilities Planning, a project manager will be assigned to the request to perform an investigation and develop a project cost estimate that will be submitted to the VP of Administrative Services (Form 2). Please see AR 6601 link above for further Form 2 information.

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- b) The Executive Secretary of Administrative Services will update the FMR Tracking Log with all relevant Form 2 information.

**5. Form 3**

- a) Once Form 2 is received by the college, the requestor and the VP of Administrative Services (ROA) will review DO Facilities Planning recommendations and budget summary together.
- b) Once both parties have agreed to Form 2 terms and budget the ROA will sign and submit Form 3 back to DO Facilities Planning.
- c) In most cases the project can now proceed.
- d) The Executive Secretary of Administrative Services will update the FMR Tracking Log with all relevant Form 3 information
- e) The Director of Budget & Accounting will allocate funding based on the Budget Summary provided with Form 2 and update the FMR Log with applicable funding accounts.