

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
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1.0 hPURPOSE

To define the requirements for the preparation, review, approval, and control of the Scope of Work document.

Note-The preparation and review, which also includes the sign off on the cover page, can be performed by either the Facilities Maintenance and Engineering (FME) organization or by an external Architect Engineering (A&E) firm.

2.0 GENERAL

The Scope of Work document defines the technical, scheduling, engineering, and construction issues requirements of the work to be performed.

When all requirements necessary to produce an estimate and schedule for a project are agreed upon, and included in the Scope of Work document, the document will be issued as “Project Scope Complete” and become the basis for the project estimate and schedule. The document will be maintained during the course of the project via revision control.

3.0 PROCEDURE

3.1 Preparation

3.1.1 Format

The format shall address the topics listed in Exhibit A and follow the format of Exhibit A.

Note-Use only those sections of the Table of Contents that apply to the specific scope of work that is being developed.

3.1.2 Cover Page

The cover page is shown in Exhibit B.

3.1.3 Document Number

The Scope of Work document is to be numbered in accordance with the Facilities Maintenance and Engineering procedure FMEP-P-0240, Document Numbering.

3.1.4 Development

In developing the document, the items listed below are to be considered:

- (a) Results of the discussions with the Engineering Service Request (ESR) requestor and the Building Manager.
- (b) Design criteria and system/structure functional requirements.

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3.1.5 Originator Signoff

When the document has been completed, the originator of the document (FME or the A&E) will sign/initial the cover page in the “by” section of the cover page.

3.2 Review

The document shall receive an independent review, by a qualified individual, for adequacy and accuracy. After completion of the review, the reviewer (FME or the A&E) shall sign/initial the cover page in the “reviewed” section of the cover page.

3.3 Coordination

The Project Manager shall determine the necessity for coordination with other disciplines. The coordinating disciplines are to forward comments back to the Project Manager for consideration.

3.4 Reviews

The Project Manager shall review the Scope of Work. When the Project Manager is satisfied with the Scope of Work, the document is to be forwarded to the Customer for sign-off.

3.5 Customer

The document shall receive an independent review for adequacy and accuracy. After completion of the review, the Customer shall sign/initial the cover page.

3.6 Approval

The Manager of Engineering shall indicate approval by signature/initials and date on the cover page.

3.7 Revision Control

Revisions are made by page revision and shall be reviewed and approved in the same manner as the original. Revisions are controlled by using revision “letters” starting with Revision A during preparation and “numbers”, starting with Revision 0 for the initial issue (project scope complete). The revisions are lettered or numbered sequentially and shown on the cover page. For the issuance of Revision 0, reference to the prior lettered revisions is deleted. The Scope of Work document is to be reissued entirely with each lettered or numbered revision.

The revision description block on the cover page is to be completed for all lettered and numbered revisions.

All pages of the document will be identified with the latest revision. On pages with revised material, a revision bar is to be placed in the right margin next to the revised material.

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FMEP-P-0210 Exhibits

- Exhibit A – Scope of Work Format (5 pages)
- Exhibit B – Scope of Work Cover Page (1 page)