



Superintendent's Circular

School Year 2011-2012

NUMBER:
FMT-2

DATE:
September 1, 2011

WORK REQUESTS

All work requests are to be submitted through PeopleSoft. The following procedures are to be followed when originating work requests.

Request Format:

Each request shall begin with the Buyer, Item Description, UOM and Quantity. Comments should be entered into the Comments Panel, with a full description of work needed and a Contact Person with Telephone Number. Please refer to Attachment A "BPS Planning and Engineering Work Order Process."

Emergencies:

Call emergencies into the Planning and Engineering Office immediately at 635-8300 or 635-9135. Enter the emergency Work Request into the PeopleSoft system by the end of the day, indicating that it was an emergency and the request is a confirming order. Contact appropriate Supervisor with PeopleSoft Work Request Number. Use web pager to acquire cell number of appropriate supervisor.

External Funds:

If the costs are to be charged to an external funding source, indicate in the request to what account the costs should be charged. Refer to Superintendent's Circular - External Funding of Renovations to School Buildings and Yards.

Status:

The system will allow each school to check on status of all work requests initiated by the school and actions taken by Planning and Engineering staff.

Status Codes will be:

OPEN – Pending Approval
Approved
Cancelled

Subdivision of Classrooms/Change in Occupancy/Request for Subdivision of Classrooms for Office Space:

Requests for Subdivision for expanding classroom space must:

- be submitted on the attached Request for Space Modification Form (Attachment B) with location and purpose,
- be approved by the Director of Student Assignment and Director of Facilities Management,
- meet building codes for safety.

Partitioning of non-educational spaces such as cafeterias, gymnasiums or corridors is prohibited

All approvals are subject to availability of funding.

For more information about this circular, contact:

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Carol R. Johnson, Superintendent

Attachments

Attachment A

BPS Planning and Engineering Work Order Process - PeopleSoft

P&E Work Orders:

Menu Path: Purchasing > Purchase Orders > Maintain Purchase Orders

Click **Add**. (To add a new PO)

PO Form Panel: Click **Copy From** located at the bottom of the screen.

Copy Purchase Order box opens. In the PO ID field type in PE_TEMP01.
Click **OK**

Enter Buyer **Z046**. **Click on the magnifying glass** (This will bring up a list of Planning & Engineering Buyers. Double click on the Buyer that you want to choose based on the list of valid buyers for your cluster.)
Or type in the Buyer ID.

If you get a message that reads, "*Custom price on line 1, schedule 1. Override with system calculated price?*" Click on **No**

If you get a message that reads, "Changing Buyer will change the default values to Dept ID..." Click on **Cancel**

Description type in a brief description of work to be done. Include contact name and phone number. **UOM:** Leave default of EA.

Quantity & Price: Leave default amount in (P & E will change later).

Click **Header Comments** located at the bottom of the screen. Type information and brief description of work to be performed. Click **OK**.

Click **Header Details** located at the bottom of the screen. **G/S:** Change to service. **PO Ref:** Enter abbreviated school name and type of work to be performed. **Origin:** Enter Origin number for specific school. Click **Refresh**.
Click **OK**

Schedule Panel: Change to specific schools Ship to Code.

Click **SAVE** located at the bottom of the screen.

Your Purchase Order number is located below the PO Form and Schedule Tab which is located near the top of your screen. Planning and Engineering will review all work orders based on 'Buyer' and complete the work order.

REQUEST FOR SPACE MODIFICATION

Request for any programmatic plan that changes existing space in a school building must be done in writing. Please complete Request Box below and submit to the Director of the Student Assignment Unit.

A. Request:

School: _____ Date: _____

Detail of Space Modification: _____

Rationale for Modification: _____

Source of Funding:

Requested from Facilities Management School Funds Available Grant Funds Available

Principal / Headmaster Signature: _____

B. Approval / Non-Approval:

1. *Director of Student Assignment:*

Approved / supports enrollment capacity needs.

Not approved / negatively impacts enrollment capacity needs.

No impact on enrollment capacity needs / move to Facilities Management for decision.

Signature: _____ Date: _____

2. *Director of Facilities Management:*

Approved / supports enrollment capacity needs. Funding will be allocated.

Approved / no impact on enrollment and funding identified by Principal/Headmaster.

Not approved / no funding available.

Not approved / building code violation.

Signature: _____ Date: _____

Upon final decision regarding Approved / Not-Approved, copy of same will be forwarded to the Principal / Headmaster initiating the request for space modification.