

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE			
Subject: SCOPE OF WORK (SOW)	FMEP-P-0210		Rev. No. 4
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1.0 PURPOSE

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

Preparation of a formal SOW should be included as the first activity for a Work Order (WO) (project) where the time to complete the SOW is commensurate with the cost and complexity of the project.

Small projects may have their SOW identified on the letter, the estimate form, and estimate sheets used as part of the Conceptual Approval letter. The Lead Engineer (LE) should still consider all of the elements of Exhibit A in the scope definition using this approach.

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 and Engineering (A&E) firm.

2.0 GENERAL

The SOW 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 SOW document, the document will be issued as "Project Scope Complete" and become the basis for the project estimate and schedule. Changes in scope, which are captured on a Trend document, may not require a SOW revision if the technical change can be adequately captured on the Trend form or in a separate written document attached to the Trend.

This issued SOW and all Trends will then capture the complete scope of the project.

3.0 PROCEDURE

3.1 Preparation

3.1.1 Format

The Scope of Work shall follow the format of Exhibit B.

Note - Use only those sections of the Table of Contents that apply to the specific SOW that is being developed. Note unused major sections as not applicable, or N/A.

Depending on the size and complexity of the project, as determined by the Lead Engineer, Section 8, Detailed Scope of Work, need not be broken out by discipline.

3.1.2 Cover Page

The cover page is shown in Exhibit A.

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3.1.3 Document Number

The SOW document is to be numbered in accordance with the FME 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) or WO requestor and the Building Manager.
- (b) Design criteria and system/structure functional requirements.

3.1.5 Originator

The originator of the document shall be the LE who (FME or the A&E) will sign/initial the cover page in the “by” section of the cover page when the document has been completed.

3.2 Checked

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

3.3 Coordination

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

3.4 Reviews

The PM shall review the SOW. When the PM is satisfied with the SOW, the document is to be forwarded to the Requestor for sign-off.

3.5 Requestor

After completion of the review, the Requestor shall sign/initial the cover page.

3.6 Approval

The FME Manager of Engineering or for the A&E his designated approver 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 for use (project scope complete). The revisions are lettered or numbered

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sequentially and shown on the cover page. For the issuance of Revision 0, reference to the prior lettered revisions is deleted. The SOW document is to be reissued in entirety with each lettered or numbered revision.

The revision description block on the cover page is to be completed for all lettered and numbered revisions, and are to describe the changes made to the document.

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 Cover Page (1 page)
 - Exhibit B – Scope of Work Format (3 pages)