

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>INTER-DEPARTMENTAL ASSIST</b>	FMEP-P-0770	Rev. No. 0
	Page 1 of 1	

1.0 PURPOSE

To outline the use of the Facilities Maintenance and Engineering (FME) Inter-Departmental Assistance form (Exhibit A).

2.0 GENERAL

The I.D.A form is a means of capturing and recording all expenditures of time and material to be charged to a work order. The responsibilities associated with the Inter-Departmental Assistance form are as follows:

- (a) The form is available electronically and may be filled out by anyone within FME.
- (b) The form shall be used anytime a request for assistance, outside of the requestor's department, is needed.
- (c) The form shall be filled out each time a new or different task is identified.

3.0 PROCEDURE

The procedure for form completion is as follows:

- (a) The requestor shall give a description, as thorough as possible, defining the objective, problem or need. A brief justification shall be given.
- (b) Check all appropriate disciplines/shops that are required.
- (c) Get the appropriate authorization signature.
- (d) Forward the document to Work Control for routing and filing.
- (e) The requestor's copy should become the project file copy.
- (f) Follow-up to verify that objective was met.

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FMEP-P-0770 Exhibits

Exhibit A- Inter-Departmental Assistance Form (1Page)