Everything Begins With a Work Order

All work at F&S starts with a work order. When you ask F&S to provide a service, via the my.FS portal at my.fs.illinois.edu, email or telephone, you are asking the Service Office to create a work order and route it to the appropriate provider.

In a critical situation requiring immediate action or for any problem regarding an elevator, the portal should NOT be used. Call the Service Office at 333-0340. In all other instances, use the portal.

To request access to the my.FS portal applications, contact the F&S Support Desk at 244-6350 or fandssupportdesk@illinois.edu.

If You Have A Question...

Contact the Service Office at 333-0340 or the respective Construction Superintendent (CS).

Service Office staff will answer your question or route your inquiry to the appropriate personnel. The Service Office will transfer calls but cannot provide shop phone numbers.

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Construction Project Checklist

- Risk Assessment form
- Renovation Hazard Assessment checklist
- Project Data Summary (if over bid limit)
- Outage Request form
- Schedule (presented to and approved by customer)
- Change Order form (for any change that affects scope, schedule, or cost)
- Status report (moderate to high level risks)

Risk Assessment Factors

- Scope, clarity, and stability
- Single or multi-craft project
- Overall cost
- Materials or supplier issues
- Non-construction craft involvement
- Duration
- Number of distinct phases

Project Risk Assessment Levels

- Low Risk
  - Work order acts as contract
  - All changes documented
  - Low environmental and hazardous assessment

- Moderate Risk (Low Risk Factors +)
  - May require project management
  - May require budget creation and tracking
  - Schedule is created
  - May require advance engineering
  - Regular project status updates will occur

- High Risk (Moderate Risk Factors +)
  - Requires project manager
  - Requires budget creation and tracking
  - Schedule is created and approved by customer
  - Requires advance engineering
  - Regularly scheduled status review meetings

Campus clients have a variety of options for construction service delivery. Those options include: Contractor Services, Job Order Contracting, and F&S Crafts & Trades.

Approved Projects...

...under the $100,000* bid limit

- Customer Participates in Delivery Choice
  - Contractor Services
  - Job Order Contracting
  - Crafts & Trades

...between $100,000* - $250,000

- Customer Participates in Delivery Choice Contracts may be bundled using:
  - Contractor Services
    - No single permit to exceed $100,000*
    - No single project to exceed $250,000 when bundling Contractor Services permits
  - Job Order Contracting
    - No single project to exceed $250,000 when bundling Job Order Contracting with Contractor Services permits
  - Crafts & Trades

...over $250,000

- Customer Participates in Delivery Discussion
  - Crafts & Trades and Contractor Services
    - No single permit to exceed $100,000* and the total of all Contractor Services permits does not exceed $250,000
  - Crafts & Trades and Job Order Contracting
    - Total Job Order Contracting contract does not exceed $250,000

* This is the current State Higher Education Small Purchase Limit for construction.

For questions about Construction Services and your project, contact the Construction Services office at 244-5000 or your Construction Superintendent:

Zone: North Campus, IGB, Housing and CERL
Randy Long
relong@illinois.edu

Zone: Central Campus
Tom Doud
tdoud@illinois.edu

Zone: All other facilities and CITES projects
Gary Schweighart
glschwei@illinois.edu

Online Service Request System
my.fs.illinois.edu

For access to my.FS including user account setup and training, contact F&S IT Support at 244-6350

F&S Service Office: 333-0340

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