



UNIVERSITY of
SOUTH FLORIDA

Facilities Management

FAMIS Full Users Work Request Instructions
2020

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FAMIS Full Users Work Request Instructions

I. Definitions

Property = Building/Land Area/Structure/Item

- Land Area = Parking lot/Outside space
- Structure = Bus shelter, etc.
- Item = Non-covered bus stop, etc.

Floor = Building Floor Level/General Location within a Property/Area

Space = Room within a Building/General Location within a Floor/Area

Region = Campus/Group of Properties

II. Sign-In Page

Access to FAMIS will be provided through MyUSF > Business Systems. Click on FAMIS to enter your USF Net ID Name & Password and click “**Sign In**”.

The screenshot shows the MyUSF website interface. At the top, there is a green header with the USF logo and the text "Welcome to MyUSF". Below the header is a navigation bar with tabs for EMAIL, LEARNING & TEACHING TOOLS, BUSINESS SYSTEMS, MY RESOURCES, MANAGE MY NETID, and LOGOUT. The BUSINESS SYSTEMS tab is selected, and a dropdown menu is open, listing various systems. The "Facilities Work Orders (FAMIS)" option is highlighted with a red box. Other options in the menu include Archivum, GEMS, FAST, OASIS (Staff), Health Banner, Payroll Certs, Data Marts, HITS, IFIS Space System, Foundation Reports, FAIR, eDisclose, Contract Management, Bull Marketplace, Space Mgmt (25Live), and Student Schedule. The main content area is divided into several sections: Employee Announcements, Student Announcements, One USF, Inside USF, Upcoming Tampa Events, and Suggestions. The "Facilities Work Orders (FAMIS)" link is located in the Business Systems dropdown menu.

FAMIS Full Users Work Request Instructions



After login, the **My Requests** page will open, unless you have pending approvals. If you have pending approvals, the **Approvals** page will open. This will be the default until all approvals have been completed.

The screenshot displays the "My Requests" page in the FAMIS system. On the left is a navigation menu with items like "Work Orders", "Approvals", "Assets", etc. The main content area has a search bar with filters for "CREATED BY ME", "ASSIGNED TO ME", "IN MY REGIONS", and "MY CREWS". Below the search bar is a table of requests. The table has columns for Date, ID, Initiated By, Property / Floor, Type/SubType, Assigned To, and Status / Priority. Two requests are visible in the table.

Date	ID	Initiated By	Property / Floor	Type/SubType	Assigned To	Status / Priority
6/24/2019 8:00 AM	292	Scheduled zAdmin2_360	FIO-KML SCI OFFICES CONCH LAB BLDG 01 0101	PM - Generators Inspection	Neighbours	Open / Scheduled 5 Day
Comments:		Perform Weekly Generator Inspection per attached procedure		Labor Hours:	Est: 0.00 Act: 0.00	
Procedure:		Generator - Bi-Weekly				
Complete By:		6/29/2019 11:59 PM ■				
6/14/2019 11:24 AM	1605	Request zAdmin2_360	FIO-KML ADMINISTRATION BLDG 01 0100	Planning/Design & Construction Space Impact Request	Neighbours	Open / Routine (Complete within 30 Day)
Comments:						
Respond By:		6/19/2019 11:24 AM ■				
Complete By:		7/14/2019 11:24 AM				

Figure 1: Opening Page Default

III. My Requests

My Requests

The My Requests page (*Figure 1*) shows all your requests, including: **CREATED BY ME**, **ASSIGNED TO ME**, **IN MY REGIONS** and **MY CREWS**.

Your default page will be based on your role as system user. **ASSIGNED TO ME** will be for FM Managers, and **CREATED BY ME** will be for typical Full Users.

Request Filters

To find requests, the following can be used:

Region - shows request by location/campus/area etc.

Property - shows only requests by a selected building

Activity - restricts requests by Projects, Field Work Orders, PM, Reactive Maintenance, and for PATS

WO Create Date Range - used to identify by date range

Opening a Request

Click on any **Request ID** to see the details, any updates, and current status. When requests are submitted, they will require review, editing or updates to things like:

Crew, Assigned To, Account Group, Asset, Status, Work Order Estimate, Child Work Orders, Procedure and Attachments.

IV. Create Request

Click on **Create Request** to enter a Work Request.

Step 1 (If you are the Requestor – Skip to Step 2)

If you will be submitting the request on behalf of another person click **FIND A CONTACT** (shown in Figure 2). In the pop-up box, type the name of the requestor and click **FIND**. A list will display. Click the name to select that user as the requestor.

Note: When you log into the system, you will be the requestor. The requestor’s contact info is located in the large red box shown in Figure 2. The contact info can be edited as needed to provide the best contact information for communication. If changes are made, they will only be used for this request. **Requestor Location** identifies the requestor’s location (building and room) where the requestor works. Please edit if incorrect and send any contact info or location change requests to FAMIS-Support@usf.edu

The screenshot shows the 'Create Request' form with the following details:

- Request Details:**
 - Property: FPC-FACILITIES PLANNING A... [Select](#)
 - Floor: 01
 - Space: 0109 - Conference Room - 05
 - Type: Building Maintenance (Miscellaneous)
 - Sub Type: Whiteboard Installation (Provide Dimensic...)
 - Priority: Routine (Complete within 30 Day)
 - Requestor Location (Bldg/Room): FPC - 206
 - Describe your Request: Please install a 30x50 whiteboard on the wall in the Conference Room. See attached photo. Accountable Officer: John Smith, Email: j.smith@usf.edu
- Who is making this request?:** [Get Default Contact](#) [CLEAR CONTACT INFO](#)
- Contact Information (highlighted in red box):**
 - First Name: USF
 - Last Name: Test
 - Company: University of South Florida
 - E-mail Address: TestUser@usf.edu
 - Phone: 813.974.2011
 - Alt. Phone: 813-974-1234
 - Department: 447 - OAS FACILITIES MANAGEMEN [Select](#) [Clear](#)

Figure 2: Create Request

Step 2 (See Appendix A-C for a Campus/Building List)

To submit a request for a building:

Select the **Property** (Building or Land Area), **Floor** (Building Floor Level) & **Space** (Room) where the issue is located. Clicking **Select** will display a pop-up box to enter a **Property** where the issue is located. An **External Id** (Building Abbreviation), **Address** or **Description** can also be used to find and make a selection. Selecting a **Region** (Campus/Group) will narrow the search to a campus or group.

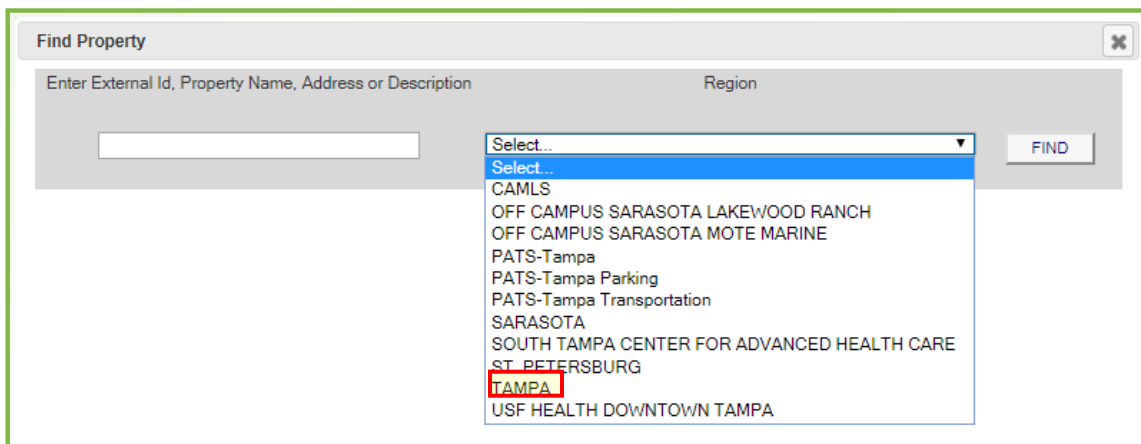
FAMIS Full Users Work Request Instructions

Use **General** for the location when unknown or when submitting requests for a campus land area. Attach a photo to identify the location. When **General** is used for the **Floor** always use **General** for **Space**.

Note: some properties have special location codes under **Space** when **General** is used for **Floor**. These are only used by USF Asset Management and should NOT be selected.

To search for a building:

Select the campus (*Figure 3*). To do this, click into the **Region** field and select the campus the **Property** (Building) is located in from the list. Example: Select **TAMPA** to restrict the search to a **Property** on that campus.

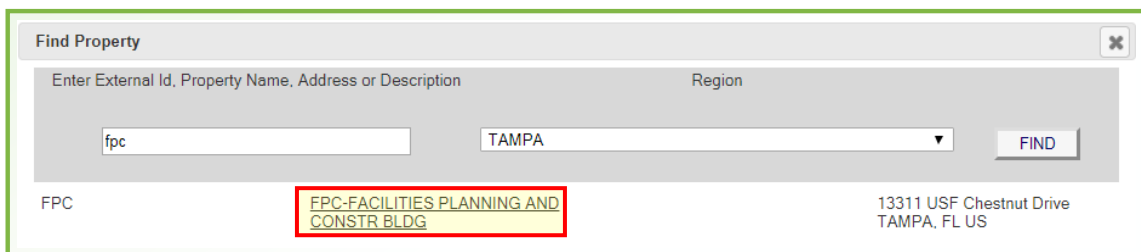


The screenshot shows a 'Find Property' dialog box with a search input field and a 'Region' dropdown menu. The dropdown menu is open, displaying a list of campus options. The option 'TAMPA' is highlighted with a red box. The search input field is empty.

Region
Select...
CAMLS
OFF CAMPUS SARASOTA LAKEWOOD RANCH
OFF CAMPUS SARASOTA MOTE MARINE
PATS-Tampa
PATS-Tampa Parking
PATS-Tampa Transportation
SARASOTA
SOUTH TAMPA CENTER FOR ADVANCED HEALTH CARE
ST_PETERSBURG
TAMPA
USF HEALTH DOWNTOWN TAMPA

Figure 3: Select a Region (Campus or Group) for the request

Enter the **Property** (Building) abbreviation, part of the **Property** name, or the address (*Figure 4*). Example: enter **FPC** into the **External Id, Property Name, Address or Description** field and click **FIND**. This will display a list of properties (Building) on the Tampa Campus that have this in the name or abbreviation. After the list is displayed click on the **Property** name to select it for the request. (*Using the building abbreviation is one of the best ways to find a building or land area.*)



The screenshot shows the 'Find Property' dialog box with 'fpc' entered in the search input field and 'TAMPA' selected in the 'Region' dropdown. The 'FIND' button is visible. Below the search input, the results are displayed: 'FPC' on the left, 'FPC-FACILITIES PLANNING AND CONSTR BLDG' in a red box in the center, and '13311 USF Chestnut Drive TAMPA, FL US' on the right.

External Id, Property Name, Address or Description	Region
fpc	TAMPA
FPC	FPC-FACILITIES PLANNING AND CONSTR BLDG
	13311 USF Chestnut Drive TAMPA, FL US

Figure 4: Select a Property (Building or Land Area) for the request

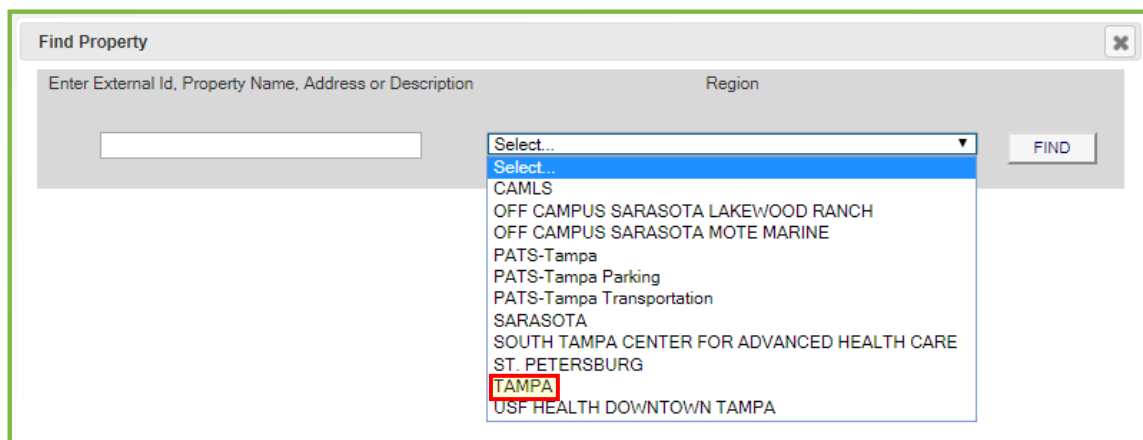
FAMIS Full Users Work Request Instructions

To submit for an outdoor space or land area:

Select the **Property**. Click **Select** to display a pop-up box to enter a **Property** where the issue is located. An **External Id** (Building Abbreviation), **Address** or **Description** can also be used to find and make a selection. Enter **USFTP**, **USFSTP** or **USFSAR** as appropriate for the campus the land area is located on. Select a **Region** (Campus/Group) to narrow the search to a campus or group. Select the **Floor**, select **General**, and for the Space, select **General** when submitting for an outdoor space or land area.

To search for an outdoor space or land area:

Select the campus (*Figure 5*). To do this click into the **Region** field and select the campus the area is located on from the list. Example: select **TAMPA** to restrict the search to that campus.



The screenshot shows a 'Find Property' dialog box with a search field and a 'Region' dropdown menu. The search field contains the text 'Enter External Id, Property Name, Address or Description'. The 'Region' dropdown menu is open, displaying a list of campus options: CAMLS, OFF CAMPUS SARASOTA LAKEWOOD RANCH, OFF CAMPUS SARASOTA MOTE MARINE, PATS-Tampa, PATS-Tampa Parking, PATS-Tampa Transportation, SARASOTA, SOUTH TAMPA CENTER FOR ADVANCED HEALTH CARE, ST. PETERSBURG, TAMPA (highlighted with a red box), and USF HEALTH DOWNTOWN TAMPA. A 'FIND' button is visible to the right of the dropdown menu.

Figure 5: Select a Region (Campus or Group) for the request

Enter **USFTP** to submit a request for a land area on the Tampa Campus into the **External Id, Property Name, Address or Description** field and click **FIND** (*Figure 6*). This will display a list of properties (Land Area) on the Tampa Campus that have this in the name or abbreviation. After the list is displayed, click on the **Property** name to select it for the request. Use **USFSAR** and **USFSTP** for requests on these campuses. *(Use these location codes for issues located outside of a building and non-building related. Example: Sidewalk. Please attach a photo of the area showing the issue along with detailed comments in the Describe Your Request section when submitting these requests.)*

Note: See the Request Confirmation section for instructions to attach documents or photos.

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Enter External Id, Property Name, Address or Description	Region
usftpa	TAMPA
USFTPA	USFTPA-TPA (Exterior Space)
	Tampa Exterior Space (Non Bldg)
	4202 E. Fowler Ave TAMPA, FL US

Figure 6: Select a Property (Building or Land Area) for the request

Floor and Space (for Facilities Management Staff)

Use **General** for the location when unknown or when submitting requests for a campus land area to identify the location. When the **Property USFTPA** is used, other selections under **General Floor** and **Space** are available. These are used by FM Staff only. Example: **Grounds Detail & Grounds Lawn** are options under **Floor**, this is for FM Managers to use when a more detailed location is needed for tracking location. When these are selected, additional options become available under **Space**. These options are zones that have been developed based on areas the Crews/Shops manage.

*Note: At the Tampa Campus, the parking lots and bus shelters/stops have been grouped into a Region named: **PATS-Tampa Parking** and **PATS-Tampa Transportation**, respectively.*

To search for a parking lot on the Tampa Campus:

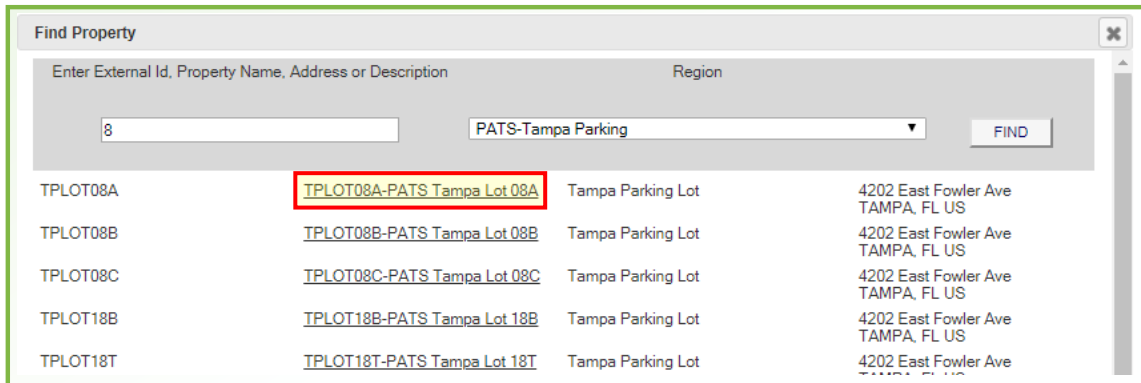
Select the campus (Figure 7). To do this click into the **Region** field and select the campus the **Property** (Land Area) is located on from the list. Example: select **PATS-Tampa Parking** to restrict the search to a parking lot on that campus. *(After entering the Region, you can just click **FIND** to get a list of all parking lots)*

Enter External Id, Property Name, Address or Description	Region
	Select...
	Select...
	All ACTIVE SITES
	All PATS-Tampa
	CAMLS
	FIO AT LONG KEY - KEYS MARINE LABORATORY
	LEASED BUILDINGS/SPACE
	MOFFITT CANCER CARE CTR
	OFF CAMPUS SARASOTA LAKEWOOD RANCH
	OFF CAMPUS SARASOTA MOTE MARINE
	PATS-Tampa Parking
	PATS-Tampa Transportation
	RIVERVIEW
	SARASOTA
	SOUTH TAMPA CENTER FOR ADVANCED HEALTH CARE
	ST. PETERSBURG
	TAMPA
	USF HEALTH DOWNTOWN TAMPA
	USF RESEARCH PK

Figure 7: Select a Region (Campus or Group) for the request

FAMIS Full Users Work Request Instructions

For parking lots, if you know the **Property** (Land Area) abbreviation or lot number, enter it into the **External Id, Property Name, Address or Description** field and click **FIND**. Example (Figure 8): Enter **FTPLOT08A, or 8**. This will display a list of properties on the Tampa Campus that have this in the name or abbreviation. After the list is displayed click on the **Property** name to select it for the request.



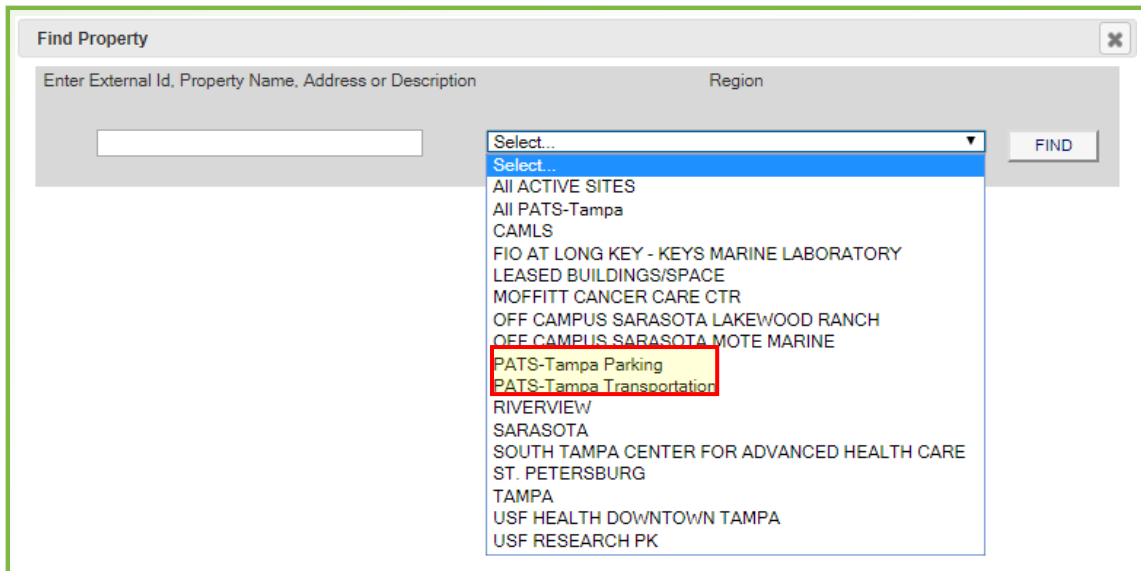
The screenshot shows a 'Find Property' window with a search input field containing '8' and a 'Region' dropdown menu set to 'PATS-Tampa Parking'. A 'FIND' button is visible. Below the search bar, a table of results is displayed:

External Id	Property Name	Address or Description	Region
TPLOT08A	TPLOT08A-PATS Tampa Lot 08A	Tampa Parking Lot	4202 East Fowler Ave TAMPA, FL US
TPLOT08B	TPLOT08B-PATS Tampa Lot 08B	Tampa Parking Lot	4202 East Fowler Ave TAMPA, FL US
TPLOT08C	TPLOT08C-PATS Tampa Lot 08C	Tampa Parking Lot	4202 East Fowler Ave TAMPA, FL US
TPLOT18B	TPLOT18B-PATS Tampa Lot 18B	Tampa Parking Lot	4202 East Fowler Ave TAMPA, FL US
TPLOT18T	TPLOT18T-PATS Tampa Lot 18T	Tampa Parking Lot	4202 East Fowler Ave TAMPA, FL US

Figure 8: Select a Property (Building or Land Area) for the request

To search for a bus shelter or stop on the Tampa Campus:

Select the campus (Figure 9). To do this click into the **Region** field and select the campus the **Property** (Bus Shelter/Stop) is located on from the list. Example: Select **PATS-Tampa Transportation** to restrict the search to a bus shelter/stop on that campus. (After entering the **Region**, you can just click **FIND** to get a list of all bus shelters/stops)



The screenshot shows the 'Find Property' window with the 'Region' dropdown menu open. The search input field is empty. The dropdown menu lists various regions, with 'PATS-Tampa Transportation' highlighted in red:

- Select...
- Select...
- All ACTIVE SITES
- All PATS-Tampa
- CAMLS
- FIO AT LONG KEY - KEYS MARINE LABORATORY
- LEASED BUILDINGS/SPACE
- MOFFITT CANCER CARE CTR
- OFF CAMPUS SARASOTA LAKEWOOD RANCH
- OFF CAMPUS SARASOTA MOTE MARINE
- PATS-Tampa Parking**
- PATS-Tampa Transportation**
- RIVERVIEW
- SARASOTA
- SOUTH TAMPA CENTER FOR ADVANCED HEALTH CARE
- ST. PETERSBURG
- TAMPA
- USF HEALTH DOWNTOWN TAMPA
- USF RESEARCH PK

Figure 9: Select a Region (Campus or Group) for the request

For a bus shelter or stop, if you know the **Property** (Bus Shelter/Stop) abbreviation or stop number, enter it into the **External Id, Property Name, Address or Description** field and

FAMIS Full Users Work Request Instructions

click **FIND**. Example (Figure 10): enter **TTB101**, or **101**. This will display a list of properties on the Tampa Campus that have this in the name or abbreviation. After the list is displayed click on the **Property** name to select it for the request.

External Id	Property Name, Address or Description	Region
TTB101	TTB101-PATS Tampa Bull Runner Stop 101	Tampa Bull Runner Bus Stop
TTB102	TTB102-PATS Tampa Bull Runner Stop 102	Tampa Bull Runner Bus Stop
TTB108	TTB108-PATS Tampa Bull Runner Stop 108	Tampa Bull Runner Bus Stop
TTB110	TTB110-PATS Tampa Bull Runner Stop 110	Tampa Bull Runner Bus Stop
TTB115	TTB115-PATS Tampa Bull Runner Stop 115	Tampa Bull Runner Bus Stop
TTB116	TTB116-PATS Tampa Bull Runner Stop 116	Tampa Bull Runner Bus Stop

Figure 10: Select a Property (Structure or Item) for the request

Step 3

Select the request **Type** that best describes the category of work. (Building Maintenance, Custodial, Plumbing, Electrical, HVAC, etc.)

Select the request **Sub Type** that best describes the activity. (Water Intrusion, Supplies Out of Stock, Toilet Issue, Generator Issue, etc.)

Note: When making a selection for work (Type) and activity (Sub Type), be sure to look through all relevant Types to find the appropriate Sub Type.

Example:

Request Activity = Hang a whiteboard

Type = Building Maintenance; Sub Type = Hang Miscellaneous Items

Example:

Request Activity = Overflowing toilet

Type = Plumbing; Sub Type = Toilet Issue

To make a selection, click into the field, use the scroll bar to find the appropriate work request **Type/Sub Type**, then click on the name to make a selection.

Step 4

Select the **Priority** for the Work Request. Options are:

Routine - Complete within 30 days (Default/Typical Requests)

Urgent - Complete within 1 day (Significant Impact to Large Group)

Emergency - Immediate (Life Threatening or Mission Critical)

Project - Longer Timeframe (Projects & Space Impact Requests)

(See the FM Service Center, [FAMIS \(Spring 2020\)](#) webpage for full descriptions and appropriate use)

Step 5

Describe Your Request by adding further detail, explaining exactly what needs to be done. If the Work Request is billable/paying, include the Accountable Officer or Designee name and email address. If the request is for the Vehicle Shop, include the vehicle or cart number. (Please always include a description for the request)

Step 6 (Used only for billable/paying requests)

Pick **ACCOUNTS** to expand the Account Group Section, then click **Add Another Account Group** and/or **Add New** to provide the funding source. This requires additional steps. (See **Adding Account Info** on pg. 17 for Steps 6A-6C to submit a request as paying.)

Step 7

Pick **OK** to submit the Work Request. Pick **RESET** to clear entries & start over. (A photo or attachment can be added after clicking **OK**. Please proofread - some changes cannot be made after picking **OK**)

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[Create Request](#) | [My Requests](#)

■ indicates a required field

Property: ALN-JOHN & GRACE ALLEN BU... [Select](#) Floor: 01

Space: 0102 - Waiting Area - 51

Type: Building Maintenance Sub Type: Whiteboard Installation (Provide Dimensio... **3**

Priority: Routine (Complete within 30 Day) Requestor Location: OPM - 108 **4**

Describe your Request: Please install a 30"x60" whiteboard on the east wall of the waiting area.
Accountable Officer: John Smith, Email: jsmith@usf.edu, Phone: 4-1234 **5**

Who is making this request?: [CLEAR CONTACT INFO](#)

First Name: USF Last Name: TEST

Company: University of South Florida E-mail Address: TestUser@usf.edu

Phone: 813-974-2011 Alt. Phone: 813 974-1234

Department: 383 - UNIVERSITY WIDE [Select](#) [Clear](#)

Click OK to submit, RESET to reset page **OK** **RESET** **7**

6 **ACCOUNTS**

Billing Type: Paying Jobs

Accounting Hold: No Reason:

Accounts [Add New](#)

Account String	Percentage	
TPA-01007-10021-000004-000000-0000000	100.00	Edit Delete

RESET

Figure 11: Filled Out Work Request

V. Adding Account Info

Step 6A

Pick **Billing Type**, then select **Paying Jobs** for all Work Requests except for vehicle service; use **Vehicle Shop** for all vehicle & cart Work Requests. The Department/Area will be charged for these services. Leave **Account Hold** to **No** and **Reason** can be left blank.

Billing Type (for Facilities Management Staff)

FM Department Staff will select other billing types as required to support chargeable/paying Work Requests or when requests are from originations that require other payment options. This includes ARCD's and Student Org's. The use and attachment of the on-line Paying Work Request (pdf form) will be required for the above originations. These requests will be coordinated and entered by the FM Service Center.

The screenshot shows the 'ACCOUNTS' section of the system. It includes a 'Billing Type' dropdown menu, an 'Accounting Hold' dropdown set to 'No', and a 'Reason' text field. A 'Pop-up box' is open, showing a list of billing types: 'Paying Jobs', 'Vehicle Shop', 'Material/Other Only', 'Labor Only', 'Fixed Cost', 'ARCD', and 'Student Org (Cashier Ck)'. A red box labeled '6A' is around the dropdown menu, and another red box labeled '6B' is around the 'Add New' button. A 'RESET' button is located at the bottom right of the form.

Figure 12: Billing Type

Step 6B

Pick **Add New** (shown in *Figure 12*) to enter the chart-field data in the pop-up box (*Figure 13*). Select a value for each segment of the chart-field string.

(The segments with the red squares are required)

To add a segment click in the box, a pop-up will show the values. Scroll through the list to make a selection, or if you don't see the correct value you can type into the box to find the correct value.

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Pop-up box:

Pop-up box:

6C

Figure 13: Add Account Info

Step 6C

Pick **ADD** to add the chart-field data to the Work Request (*Figure 13*). You can add additional funding sources by repeating **Step 6B**. This will allow multiple **Account strings** to be used for the Work Request. Once the **Account Group** has been added, the USF chart-Field data will show up under **Account String**. If multiple **Account Groups** are used, enter the **Percentage** for each to total 100%. You can click **Edit** or **Delete** to make a change or remove a funding source anytime as needed.

ACCOUNTS [Add Another Account Group](#)

Billing Type: Reason:

Accounting Hold:

Accounts [Add New](#)

Account String	Percentage
TPA-01007-10021-000004-000006-0010064	<input type="text" value="100.00"/>

[Edit](#) | [Delete](#)

Figure 14: Filled Out Accounts Section

VI. Prior to Submitting – Adding Parent/Child

Parent/Child Work Orders

Before submitting a Work Request, you can add previously created Work Orders together. This will group them. This is used to add additional requests to other Crews for the same issue or related support service.

Click **SELECT PARENT** or **SELECT CHILD** (Figure 15) to add additional Work Requests to multiple Crews. This allows different service areas (Crews) to support the request. When a selection is made, a pop-up box opens to find an existing Work Request to add as either a parent or child. You can filter to find the request. **Parent/Child Work Orders** can also be done together in one process. (See “After Submitting – Adding Parent/Child” section on pg. 33)

▼ ACCOUNTS [Add Another Account Group](#)

Billing Type: Reason:

Accounting Hold:

Accounts [Add New](#)

Account String	Percentage	
TPA-01003-000004-000003-000000-0010060	<input type="text" value="100.00"/>	Edit Delete

▼ PARENT/CHILD WORK ORDERS AND MAINTENANCE PROJECTS:

Top Level WO? Show Details

Parent Work Order:

No Parent Work Order has been assigned.

Child Work Order(s):

No Children Work Orders have been assigned.

▼ OTHER OPTIONS:

Figure 15: Adding Parent/Child Work Orders

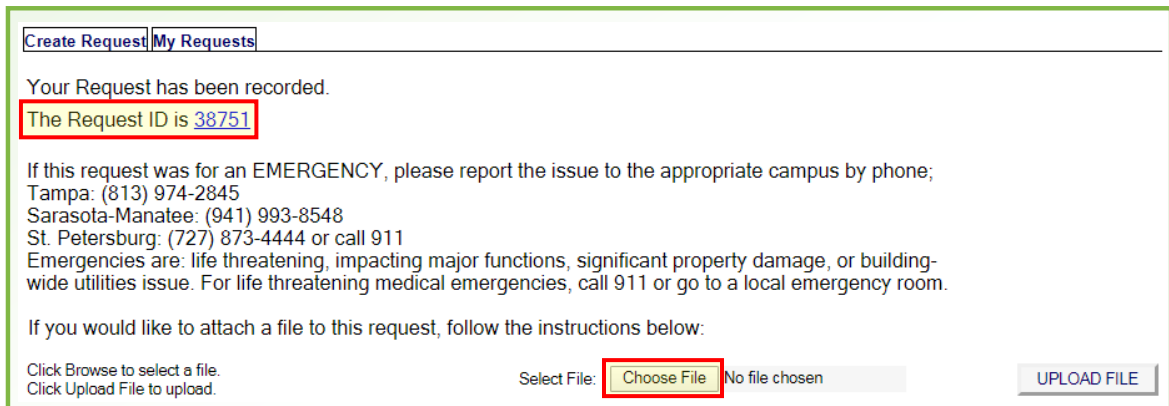
VII. Request Confirmation

Submitted Request – Request ID

After the request is submitted, the system will display a **Request ID** as a clickable link. Click the link to view all the details of your request.

Adding an attachment to the Work Request

Pick **Choose File** in the pop-up box, locate and select the file to attach, then pick **Open**. The file name will be shown, pick **UPLOAD FILE** to include a photo/document/etc. to the Work Request.



Create Request My Requests

Your Request has been recorded.
The Request ID is [38751](#)

If this request was for an EMERGENCY, please report the issue to the appropriate campus by phone;
Tampa: (813) 974-2845
Sarasota-Manatee: (941) 993-8548
St. Petersburg: (727) 873-4444 or call 911
Emergencies are: life threatening, impacting major functions, significant property damage, or building-wide utilities issue. For life threatening medical emergencies, call 911 or go to a local emergency room.

If you would like to attach a file to this request, follow the instructions below:

Click Browse to select a file.
Click Upload File to upload.

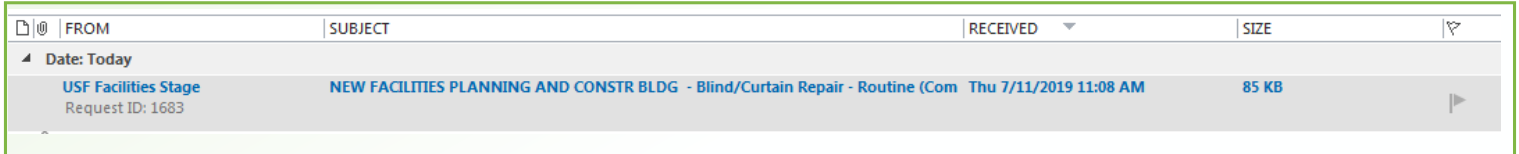
Select File: **Choose File** No file chosen

Figure 16: Work Request Confirmation

VIII. Returning to Request

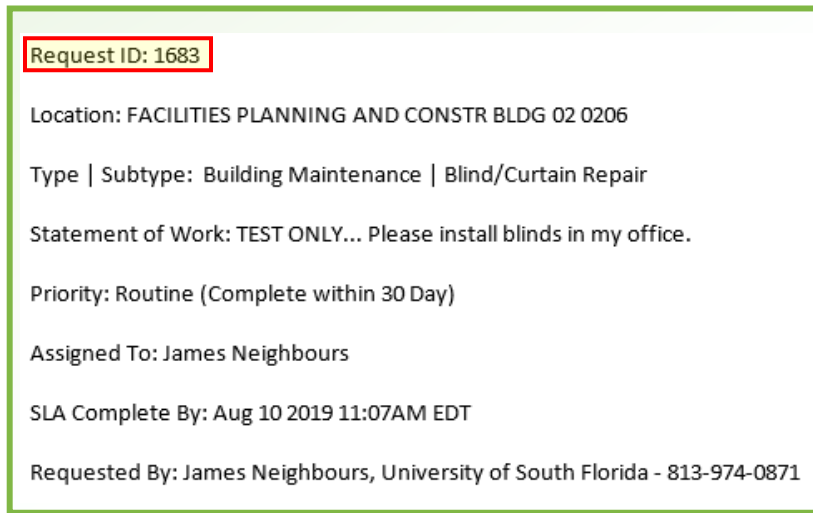
Email Notification

When a Work Request is submitted, the requestor will receive an email notification. The email will contain the **Request ID** number. To return to the request, log into FAMIS, go to **My Request** (Figure 19), select **CREATED BY ME**, and select the Work Request in the list or use a filter to narrow the list. You can also go to **Find Request** and enter the **Request ID** into the **Request ID** field.



FROM	SUBJECT	RECEIVED	SIZE
USF Facilities Stage Request ID: 1683	NEW FACILITIES PLANNING AND CONSTR BLDG - Blind/Curtain Repair - Routine (Com	Thu 7/11/2019 11:08 AM	85 KB

Figure 17: Example of the email header from an email client



Request ID: 1683
Location: FACILITIES PLANNING AND CONSTR BLDG 02 0206
Type Subtype: Building Maintenance Blind/Curtain Repair
Statement of Work: TEST ONLY... Please install blinds in my office.
Priority: Routine (Complete within 30 Day)
Assigned To: James Neighbours
SLA Complete By: Aug 10 2019 11:07AM EDT
Requested By: James Neighbours, University of South Florida - 813-974-0871

Figure 18: Example of the email message from the system

IX. My Requests

Created by Me

The **My Request** tab provides access to all the requests you submitted. The **CREATED BY ME** page will show just the requests you submitted. You can use filters to narrow the selection, the most recent will be at the top of the list.

Request Details

Click on the **Request ID** to see the details and make updates.

The screenshot shows the 'My Requests' interface. On the left is a sidebar menu with options: Work Orders, Create Request, My Requests (highlighted), Find Request, Logbook Reports, Workloading, Approvals, and Assets. The main content area has tabs: Create Request, My Requests (active), Find Request, Run Report, and Workloading. Below the tabs are filter buttons: CREATED BY ME (highlighted), ASSIGNED TO ME, IN MY REGIONS, and MY CREWS. There is also a 'Show Detail' checkbox. Below these are filter fields for Region, Property, Activity, and WO Create Date Range (7/15/2018 to 7/15/2019). A 'FIND' button is present. The main content shows '11 Open Requests for James Neighbours' with links for 'Print WO's', 'Print All', and 'Print Today'. A table displays request details for ID 1707:

Date	ID	Initiated By	Property / Floor	Type/SubType	Assigned To	Status / Priority
7/15/2019 11:26 AM	1707	Request Neighbours, James	FACILITIES PLANNING AND CONSTR BLDG 01 0101	Building Maintenance Blind/Curtain Repair	Leonard	Open / Routine (Complete within 30 Day)
Comments:		TEST ONLY..		Labor Hours:	Est: 0.00	Act: 0.00
Respond By:		7/20/2019 11:26 AM				
Complete By:		8/14/2019 11:26 AM				

Figure 19: Checking Request Status

X. Request Details

Request Details – A (Figure 20)

GENERAL INFORMATION - This section displays who made the request and when.

REQUEST DETAILS - This section displays additional details about the request, such as the location, work type, priority, who it is assigned to, and the current status.

REQUEST HISTORY - Displays a history of the updates that have been made to the Work Request, and who made each update and when.

Update Request – B (Figure 20)

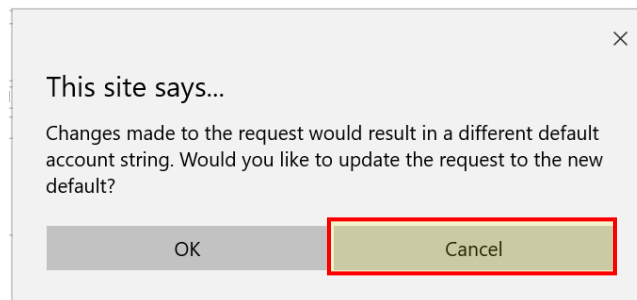
General Comments - Enter comments to update the request about work in progress. Entries made here will be displayed in the **REQUEST HISTORY** section.

Crews and Assigned To (for Facilities Management Staff) – C (Figure 20)

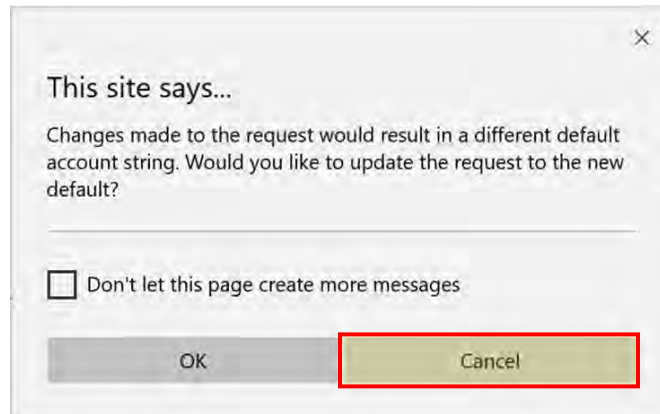
These are selected based on the **Type, Subtype & Property** when the Work Request is submitted. Only FM Department Crew Managers will select the **Crews & Assigned To (This is required)**. When the **Crews** are selected, the **Assigned To** will automatically change to the correct Crew Manager and the **Assigned To** will be filtered to show only the crew members for the selected crew. The FM Crew Manager will assign the Technician by changing the **Assigned To** when the request status is changed to Assigned.

*Note: Use **TPA Service Ctr.**, **STP Service Ctr.** or **SAR Service Ctr.** to reassign to the appropriate USF Campus Service Centers. You will first need to clear the **Crews** field by selecting the blank space at the top of the list. This will enable the **Select** link next to **Assigned To**.*

*Note: The below dialog box appears when changing the **Crew**, **Assigned To** or **Reclassify WO**. When you see this message always select **“Cancel”**.*



Note: Some browsers may display a warning about future messages. If this happens never check the box to remove these message, just select “Cancel”.



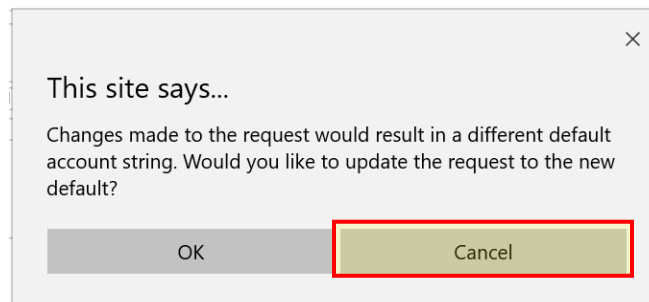
Asset (for Facilities Management Staff) – D (Figure 20)

The FM Department Staff will add an Asset to the Work Order when appropriate. See the “**Adding Assets**” section on pg. 30 for more information.

Reclassify WO (for Facilities Management Staff) – E (Figure 20)

Allows you to make changes to key components of a request that cannot be edited on this page. **Reclassify a Work Order is used to change the Property, Floor, Space, Priority or the Request Type and/or Sub Type.** When a Work Order is reclassified, the changes made are noted in the **REQUEST HISTORY** section. You must have the appropriate security rights to be able to Reclassify a Work Order.

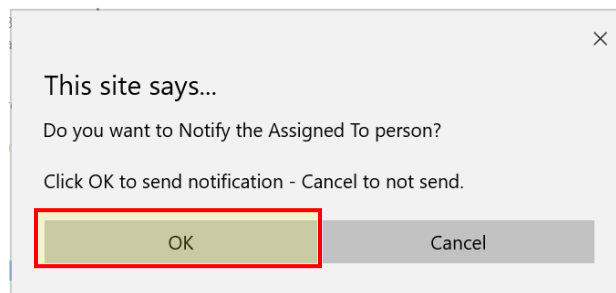
Note: The below dialog boxes appears when changing the Crew, Assigned To or when Reclassify WO. When you see this message always select “Cancel”.



Notify Assigned To & Notify Requestor (for Facilities Management Staff) – F (Figure 20)

Checking these check boxes will send an email to the corresponding person notifying them of any changes made to the request. The default will be checked, this should not be changed except when the FM Department Staff makes changes not effecting the request in terms of information to the requestor.

*Note: When changing the **Assigned To** from an existing selection, the below message may display. Always select **OK**.*



Work Order Status – G (Figure 20)

Open - The request has been submitted by a Requestor and is awaiting review by the Crew/Service area.

Review - The request requires further review or evaluation of scope.

Assigned - The Crew Manager has reviewed and assigned to a Crew Member.

In Progress - The Crew Member has started the task.

Work Complete - All tasks have been completed (Child WO has been completed).

Closed - The Work Order is closed by the Manager upon review of completion.

On Hold (see comments) - The Work Order is put on hold as requested by Requestor or pending additional information.

Materials Order - The Materials/Parts/Supplies are on order.

Materials Received - All items have been received and are awaiting pick up.

Canceled - Work will not be performed (The Requestor is notified with explanation).

Entered in Error - The work may be a duplicate request or entered in error.

Waiting Approval - The Work Request has been locked, routed and is pending approval. This status remains until approved or declined. If declined routing will stop and status is updated to Canceled.

Approved - The Work Request for a billable/paying request has been approved.

FAMIS Full Users Work Request Instructions

Create Request
My Requests
Find Request
Run Report
Workloading

REQUEST DETAILS

GENERAL INFORMATION
Shopping Cart (0)
|
[Print Work Order](#)
|
[Approvals](#)
|
[Work Order - Estimate](#)
|
[Work Order - Financial](#)

Request ID:	1681	Date:	7/10/2019 3:20 PM EDT
Requested By:	USF Test	Company:	University of South Florida
Phone:	813-974-2011	E-mail:	TestUser@usf.edu
Alt. Phone:	123.456.7890		
Department:	022600 - Design And Construction		

REQUEST DETAILS
[Property Comments](#)
|
[Create Inspection](#)
|
[Find Company](#)
|
[Create PR](#)
|
[Create PO](#)

Property:	FACILITIES PLANNING AND CONSTR BLDG	Space:	0109 - 05 - Conference Room
Floor:	01		
Type:	Plumbing	Sub Type:	Interior Water Leak
Assigned To:	TPA Service Ctr. - University of South Florida	Complete By:	8/9/2019 3:20 PM EDT
Priority:	Routine (Complete within 30 Day)	Status:	Open
Estimated Amount:	\$0.00	Not to Exceed Amt.:	\$0.00
Vendor:	NA	Ext. Cost Center:	

REQUEST HISTORY

Type	Update Date	Comments	Status	Crew/Assigned To	Updated By
Initial	7/10/2019 3:20 PM EDT	TEST ONLY... Water leak in SE corner of room, water is coming from ceiling, need addressed ASAP. this is a slip & fall issue, also need clean up from custodial.	Open	TPA Service Ctr. .	USF Test

UPDATE REQUEST
[Approvals](#) | Reclassify WO

General Comments:	Notify Assigned To <input checked="" type="checkbox"/> Notify Requestor <input type="checkbox"/>
-------------------	---

Crews: ▼	Status: Open ▼
Assigned To: TPA Service Ctr. . Select	Date Closed: Time:
Closed By: All Select Clear	Billing Status: Not Billed
Billable?: No ▼ 0.00 Hrs	Failure Code: ▼

Asset: Not Selected Select Clear	Statement of Work: <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> TEST ONLY... Water leak in SE corner of room, water is coming from ceiling, need addressed ASAP. this is a slip & fall issue, also need clean up from custodial. </div>
--	---

Re-schedule for: 9:00 ▼ AM ▼	Re-Notify? <input type="checkbox"/>
--	-------------------------------------

Click UPDATE to save: UPDATE

Figure 20: Work Request Details

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FAMIS Full Users Work Request Instructions

General Information

Shopping Cart - Allows you to place inventory items in a shopping cart for this Work Order or open existing carts already associated. *(The Shopping Cart & Inventory functionality may not be utilized for all request types & will only be available in a future implementation)*

Print Work Order - Click to create a printable page containing the Work Order information. An entry is made to the **REQUEST HISTORY** section, indicating the date, time and name of the user who printed the request.

Approvals - Allows you to associate an approvals process with the request. *(Used for billable/paying requests for funding approvals. See Approvals section)*

Work Order - Estimate - The estimated cost to complete the work request. *(This is required for billable/paying requests)* Enter estimated costs associated with a request, these costs can come from Hourly Labor Rates, Inventory Items, Material Costs and Other Costs that are needed to complete the work.

Work Order - Financial - Displays cost added to the Work Oder, such as Labor, Materials & Other Cost, including outsourced services and miscellaneous cost.

Create Request My Requests Find Request Run Report Workloading			
REQUEST DETAILS			
GENERAL INFORMATION			
Shopping Cart (0) Print Work Order Approvals Work Order - Estimate Work Order - Financial			
Request ID:	1681	Date:	7/10/2019 3:20 PM EDT
Requested By:	USF Test	Company:	University of South Florida
Phone:	813-974-2011	E-mail:	TestUser@usf.edu
Alt. Phone:	123.456.7890		
Department:	022600 - Design And Construction		
REQUEST DETAILS			
Property Comments Create Inspection Find Company Create PR Create PO			

Figure 21: Work Request General Information

XI. Adding Estimate (for Facilities Management Staff)

Click **Work Order - Estimate** (Figure 22a) to enter an estimate for the Work Order. If entering a place holder, click in the **Estimated Labor** field to add an amount of 1 dollar.

Click **ADD DETAILED ESTIMATE** (Figure 22b) to enter detailed **Labor, Materials, & Other Costs** to the Work Order. *(A detailed estimate is required for Projects and when using the Fixed Cost Billing Type)*

Note: Entering an amount of 1 dollar will allow the approvals process to move forward. When this amount is used, add a comment to the Approver advising that the amount is a place holder.

The screenshot shows the top navigation bar with links: Create Request, My Requests, Find Request, Run Report, and Workloading. Below this is a 'REQUEST DETAILS' section with a 'GENERAL INFORMATION' tab. In the 'GENERAL INFORMATION' section, the link 'Work Order - Estimate' is highlighted with a red box. Other links include Shopping Cart (0), Print Work Order, Approvals, and Work Order - Financial. Below the navigation is a table of request details:

Request ID:	1681	Date:	7/10/2019 3:20 PM EDT
Requested By:	USF Test	Company:	University of South Florida
Phone:	813-974-2011	E-mail:	TestUser@usf.edu
Alt. Phone:	123.456.7890		
Department:	022600 - Design And Construction		

At the bottom of the screenshot, there is another 'REQUEST DETAILS' section with links: Property Comments, Create Inspection, Find Company, Create PR, and Create PO.

Figure 22a: Adding Estimate

The screenshot shows the 'ADD DETAILED ESTIMATE' form. The 'ADD DETAILED ESTIMATE' button is highlighted with a red box. The form contains the following fields:

- Estimated Labor: (highlighted with a red box)
- Estimated Materials:
- Estimated Other Costs:
- Grand Total:

There is an 'UPDATE' button at the bottom right of the form. Below the form is a 'ROLLUP TOTALS SUMMARY' section:

Total Labor:	\$1.00
Total Materials:	\$0.00
Total Other Costs:	\$0.00
Grand Total:	\$1.00

Figure 22b: Adding Estimate

XII. Adding Approvals (for Facilities Management Staff)

Click the **Approvals** link (Figure 23a) to access the page to add approvals. Click **NEW APPROVAL REQUEST** (Figure 23b) to add an **Approver** to the Work Order, this will open a page to select the person as the Approver.

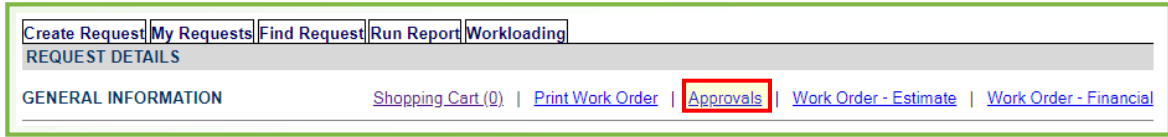


Figure 23a: Adding Approvals

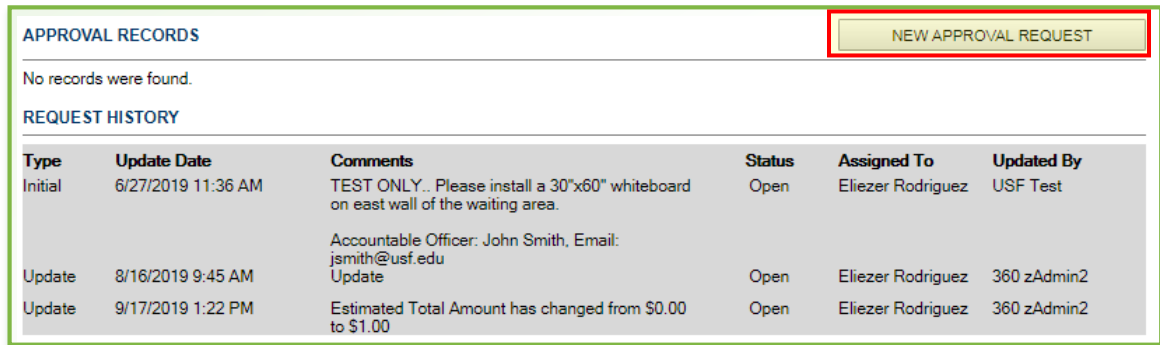


Figure 23b: Adding Approvals

New Approval Request Page

Select the Accountable Officer or Designee from the list as indicated by the Requestor in the **Describe your Request** section, this will be shown in the **REQUEST HISTORY** section when the request is submitted. Multiple approvers can be added if needed. If adding more than one, when selecting the **Approver**, use the **Approver Step** box to enter a number for the order to rout the Work Order for approval.



Figure 24: Approval Request

XIII. Sending Approvals (for Facilities Management Staff)

Approvals Records

Click **SEND APPROVAL NOTIFICATIONS** to send the approval request to the selected Accountable Officer or Designee. Approvers receive email notifications with a link. They are directed to view pending approval requests on the **My Approvals** page upon logging in.

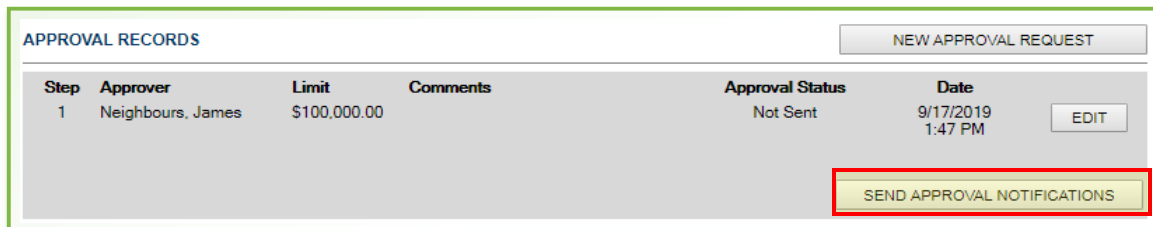


Figure 25: Approval Records

XIV. Approving the Work Order

Approval Email

When an approval request has been sent, the Approver will receive an email notification. The email will contain the **Request ID** number and a link to review and approve or decline. Click the link next to the URL. This will direct the Approver to the FAMIS login page, upon login, the **My Approvals** page will be displayed.

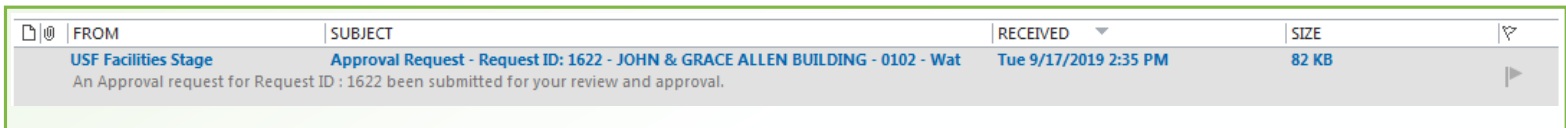


Figure 26: Sample email notification

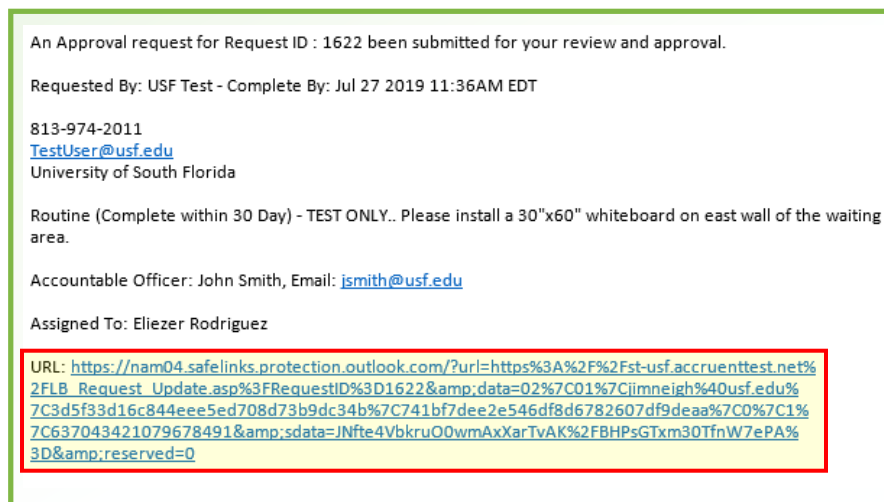


Figure 27: Sample email message

Work Order Approvals – My Approvals

From the **My Approvals** page, click the request **ID** link to open the request (Figure 28). Here, the Approver will have the ability to **APPROVE** or **DECLINE** the Work Order by clicking the appropriate button (Figure 29).

(A comment is required if the Approver Declines)

My Approvals						
MY APPROVALS						
WORK ORDER APPROVALS						
Date	ID	Requested By	Property	Type/SubType	Assigned To	Status / Priority
6/27/2019	1622	Test USF	JOHN & GRACE ALLEN BUILDING 0102	Building Maintenance Whiteboard Installation	Rodriguez	Waiting Approval / Routine (Complete within 30 Day)
Comments:		TEST ONLY.. Please install a 30"x60" whiteboard on east wall of the waiting area.		Labor Hours:	Est: 0.00 Act: 0.00	
Accountable Officer: John Smith, Email: jsmith@usf.edu				Asset:	ALN AHU 1	

Figure 28: Work Order Approvals

While the request is in the approval routing process, the status is changed to **Waiting Approval** and the request and estimated amount is locked in a pending approval status. This means that the Work Order can be cancelled but cannot be changed to any other status. If a request is approved by all Approvers, the Work Order status is changed to **Approved**, the Not to Exceed (NTE) amount is updated with the approved estimate, and the **Assigned To** receives an email notification. If any Approver declines the request, the routing will stop, the status will be updated to **Canceled**, a comment will be added by the Approver and the Assignee receives an email notification. If an approval request has been declined, a new estimate can be entered and the Work Order can be put back into the approval process, if needed.

WORK ORDER APPROVAL

Comments:

Click **APPROVE** to approve this work order:

Click **DECLINE** to decline approval:

Figure 29: Approver View

XV. Adding Assets (for Facilities Management Staff)

To add an asset, click the **Select** link to search for and associate an asset to the Work Order (Figure 30). You can search for assets by **Asset Name**, **Asset Number**, asset **Barcode** number, or the **Employee** the asset is assigned to (Figure 31). Click into the search field to find an asset, type in part of the **Asset Number**, **Asset Name**, etc. You can narrow the search by selecting an **Asset Class**. The **Property** will default based on what has been selected on the Work Order. Click **Find** to show the assets. Click the **Asset Number** of the item to add. Note: The less text you enter results in a broader response providing more to choose from.

The screenshot shows the 'UPDATE REQUEST' form with the following fields and values:

- General Comments:** [Empty text area]
- Crews:** [Dropdown menu]
- Assigned To:** Martin, Christopher [Select](#)
- Status:** Assigned
- Closed By:** All [Select](#) [Clear](#)
- Date Closed:** [Calendar icon] Time: [Time input]
- Billable?:** No [0.00 Hrs](#)
- Billing Status:** Not Billed
- Asset:** Not Selected [Select](#) [Clear](#) (This field is highlighted with a red box)
- Failure Code:** [Dropdown menu]

Figure 30: Adding Assets

The 'Select Asset' search interface shows the following search criteria:

- Enter Asset, Barcode, Property or Employee:** msc
- Asset Class:** All Asset Classes
- Property:** PHYLLIS P MARSHALL STUC

The search results table is as follows:

Asset #	Asset Name	Manufacturer	Property	Space
MSC - 0316C1	MSC - 0316C1	Onicon	PHYLLIS P MARSHALL STUDENT CTR	General
MSC - 0316E1	MSC - 0316E1	Square D	PHYLLIS P MARSHALL STUDENT CTR	General

Figure 31: Searching for Assets

The close-up shows the 'Asset' field with the value 'ALC - 0262C1' selected and highlighted with a red box. The 'Billable?' field is set to 'No' with a link to '0.00 Hrs'.

Figure 32: Selected Asset

XVI. After Submitting – Adding Parent/Child

Parent/Child Work Order(s)

After a Work Order has been submitted you can create additional Child Work Orders when service will be required from other Crews/Shops.

Click **CREATE PARENT** or **CREATE CHILD** to create and add additional Work Orders to multiple Crews (*Figure 33*). This will open the **Request Details** page providing the same **Property, Floor & Space** as indicated on the initial request, all that is needed is to select the **Type & Subtype** for the required service along with a priority, and contact info. Add a detailed description for the request that includes comments indicating the work will support another request. To add the contact, use **FIND CONTACT** and select the same contact as the initial request. You can also use **Get Default Contact**, next to **Who is making this request?** if you entered the initial request. Note: If you use **FIND CONTACT**, the property will change to the default for that contact and you may have to change it to reflect the initial request. **FIND CONTACT** opens in a new window allowing you to look back at the other open window to see the requestors contact information.

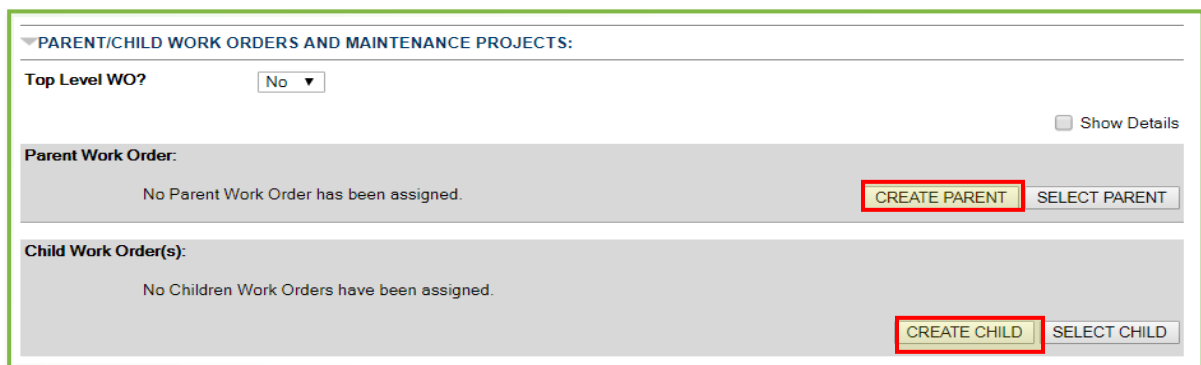


Figure 33: Adding Parent/Child Work Orders

After adding a **Child Work Order**, the initial Work Order becomes the **Parent Work Order**, as shown in *Figure 34*. Notice the statement in the parent section. This tells you that you can only have one parent because the system has been configured to allow only one. This means that the **Top Level WO?** selection is not required, and there is no need to change this from the default of No.

FAMIS Full Users Work Request Instructions

The screenshot displays a web interface for managing work orders. At the top, there is a section titled "PARENT/CHILD WORK ORDERS AND MAINTENANCE PROJECTS:". Below this, a "Top Level WO?" dropdown menu is set to "No". To the right, there are links for "Project View" and "Show Details". A highlighted box contains the text: "Parent Work Order: Unable to add a parent work order: you are limited to a single generation". Below this, a table lists "Child Work Order(s)".

Date	ID	Initiated By	Property / Location	Type/SubType	Assigned To	Status / Priority	
7/29/2019 12:14 PM	1832	Request Neighbours, James	FACILITIES PLANNING AND CONSTR BLDG 01 0104	Custodial Hard Surface Floor, Spot Cleaning	Hill, Danielle	Open / Urgent (Complete within 1 Day)	Remove

At the bottom right of the table area, there are two buttons: "CREATE CHILD" and "SELECT CHILD".

Figure 34: Parent Work Order with Child Work Order

XVII. Adding Procedures (for Facilities Management Staff)

Procedures

Are used to provide detailed information about how a request should be completed. A procedure may also have a file attached to it such as a schematic drawing or an equipment manual.

Click **Select** to add a procedure to the Work Order (*Figure 35*), a pop up box will open. Click into the **Enter Procedure Name** box, enter text to locate a procedure. You can select an **Asset Class** to narrow the search, select Plumbing, Building Exterior, HVAC, etc. Select the correct procedure from the list. After the procedure is added, click the UPDATE button. If a procedure is added to a Work Order in error, use **** Select Procedure ** Not Selected** to clear it.

The screenshot shows a form titled "PROCEDURE:". The "Procedure:" field contains the text "Drain Inspection - Semi-Annual". To the right of this field are a "Select" button and an "UPDATE" button. Further right is a "Print Procedure" link. Below the form, there is an "Attachment:" section with two numbered instructions:

1. Check drains to ensure that they are free from obstructions, also check the surrounding area and ensure it is free of any debris that is likely to plug the drains.
2. Run water into the drain to ensure its function and to ensure the trap is "wet" this will provide odor control.

Figure 35: Adding Procedures

XVIII. Attachments and Other Options

Attachments & Links (Adding can also be done at request submission)

The attachments section allows you to attach files or links to a Work Order (*Figure 36*).

Pick **Choose File**. In the pop-up box, locate and select the file to attach. You can attach a file from your local hard disk or any networked drive you can access. Files should be no larger than 20MB; the larger the file, the longer it takes to access. Once the file is selected, pick **Open**. The file name will be shown. Pick **UPLOAD FILE** to attach the document or photo, etc. to the Work Request. The uploaded file appears as a link. Clicking the file name opens the file if you have the appropriate application or plug-in to view it.

You can add a hyperlink to an external internet address to the Work Order. Click **ADD LINK** to reveal a **Description** field, specify an easily readable description of the link. Click the **Link URL** field to enter the exact URL to the web page you want to link to, then click **ADD**. Clicking the link will open the associated web page in another browser window.

Other Options (Links to other functions) (for Facilities Management Staff)

Within this section are two functions that are only available here: Outbound & Repeat (*Figure 36*).

Outbound - allows you to view all email notifications that have been generated for this request.

Repeat - allows you to create a new Work Request where all details, except the request history and attachments, are copied from this work request. Clicking **Repeat** opens the **Create Request** page with copied data, allowing a similar request to be created based on an existing request.

FAMIS Full Users Work Request Instructions

▶ MISCELLANEOUS FIELDS:

▶ PARENT/CHILD WORK ORDERS AND MAINTENANCE PROJECTS:

▶ PROCEDURE:

Procedure: [Select](#) [Print Procedure](#)

Attachment:

1. Check drains to ensure that they are free from obstructions, also check the surrounding area and ensure it is free of any debris that is likely to plug the drains.
2. Run water into the drain to ensure its function and to ensure the trap is "wet" this will provide odor control.

▼ ATTACHMENTS:

FILES:

Select File: No file chosen

No Attachments Found.

LINKS:

No Links Found.

▼ ACCOUNTS

[Add Another Account Group](#)

Click OK to submit your Account Information, RESET to reset the Account Information

▼ OTHER OPTIONS:

[Reclassify WO](#) | [Find Company](#) | | [Shopping Cart\(0\)](#) | [Print Work Order](#) | [Outbound](#)

Request ID:

SLA Est Response: 8/3/2019 12:16 PM EDT SLA Est Completion: 8/28/2019 12:16 PM EDT
Act Response: Act Completion:
Act Response Time: Act Completion Time:

Exclude From SLA Reporting? No

Figure 36: Attachments and Other Options

XIX. Viewing/Adding Financials

Work Order – Financial

Opens a page to enter all associate costs for the Work Order. This includes costs from (Labor, Materials, Inventory Items, Travel Expenses or Service Fees, & Other costs) that are needed to complete the request. When the periodic billing is run, the costs entered on this page are used to generate an invoice.

[Create Request](#) | [My Requests](#) | [Find Request](#) | [Run Report](#) | [Workloading](#)

REQUEST DETAILS

GENERAL INFORMATION [Shopping Cart\(0\)](#) | [Print Work Order](#) | [Approvals](#) | [Work Order - Estimate](#) |

Figure 37: Locating Work Order - Financial

XX. Work Order Changes

Work Order Charges Tab (Figure 38) - Displays information about the labor, materials, and other costs charged to the Work Order.

Adding Cost to the Work Order (for Facilities Management Staff)

Click the Links: **Add New Labor**, **Add New Material** or **Add New Other Cost**. The section(s) will expand to display the fields to enter the cost.

Shopping Carts (0) | [Print Work Order](#) | [Approvals](#) | [Work Order - Estimate](#) | [Request Details](#)

Work Order Charges | Receipts

View Work Order Invoices & Payments

LABOR COST SUMMARY (0)

Line	Crew	Employee	Labor Date	Activity Description	Export Date	Hours
Add New Labor						

MATERIAL COST SUMMARY (0)

Line	Item	Date	Item Description	Vendor Description	Export Date	Quantity	Unit Cost	Markup	Unit Cost + Markup	Tax	S&H
Add New Material											

OTHER COST SUMMARY (0)

Line	Name	Date	Vendor/Payee	Description	Export Date	Quantity	Unit Cost	Markup	Unit Cost + Markup	Tax	S&H
Add New Other Cost											

ROLLUP TOTALS SUMMARY [View Itemized Charges](#)

Total Labor:	\$0.00
Total Materials:	\$0.00
Total Other Costs:	\$0.00
Work Order Charges Total:	\$0.00
Request Total Charges and Costs:	\$0.00

Figure 38: Adding Cost to a Work Order

XXI. Adding Labor Cost (for Facilities Management Staff)

Labor Cost Summary (Figure 39) - This section displays costs associated with the hourly labor performed when completing the request. In some circumstances, requests may be configured so that they cannot be closed without entering labor costs.

For each item, the following information is displayed:

Line - The line number of the labor entry.

Crew - The Crew/Shop who performed the work. (The Crew will default if specified on the Work Order)

Employee - The name of the employee who did the work. (Only members of the selected crew will be displayed)

Labor Date - The date and time when the labor was performed.

Activity - Type of work performed.

Description - A description of the work performed.

Export Date - The date when this extracted labor cost was exported to the general ledger. (Only applies to billable/paying requests)

Hours - The number of hours worked.

Type - The type of labor hours. (Example; regular, overtime, or double-time).

Markup - Used to add a markup percentage to the labor rate.

Position - The employment position of the person performing the work. (Not used)

Figure 39: Labor Cost Summary

- WO Labor
- Admin Leave
- Annual Leave
- Holiday
- Meetings
- Other
- Overtime / Reg Comp
- Personal Holiday
- Shop Time
- Sick Leave
- Special Comp / Delayed Hol
- Training
- Travel

Figure 40: Labor Activity Codes

Labor Activity Codes - Are used to define the activity performed on a Work Order or Time Card entry. For example, Shop Time, Travel Time, or Training, etc. are used for Time Card entries only. The values found here are used and shared between the Work Order and Time Card modules. The default **WO Labor** value will be used for all labor entries on Work Orders.

Adding Labor Cost (Multiple Crews/Shops can enter labor hours on a Work Order. For billable/paying requests, credits will be applied based on the Crew selection for each entry)

From the **Crew** drop-down, select the Crew/Shop who performed the work. From the **Employee** drop-down, select the employee who performed the labor. Using the **Date** and **Time Started** fields, enter the date and time when the labor was performed. You can enter values in the **Time Started** and **Time Finished** fields and the total will be calculated, or you can directly enter a number into the **Hours** field. From the **Type** drop-down, select **REG**, **OT** or **DT** for the work type performed. Click the **Markup** check-box to add a markup percentage to the labor rate (Used when request is for an Auxiliary). In the **Description** field, enter a detailed description for the work performed. Click **ADD** to add the item to the Work Order.

XXII. Adding Material Cost (for Facilities Management Staff)

Material Cost Summary - This section displays the costs of the tools, supplies, and other materials needed to complete the request. When you add material items, they are taken out of inventory and associated with the Work Order. This updates the on-hand quantity of the items managed with the Inventory module.

For each item, the following information is displayed:

Line - The line number of the item.

Name - The name of the item.

Date - The date and time when the item was added to the Work Order.

Item Description - A description of the item as stored in the inventory module.

Vendor - The name of the vendor that supplies the item.

Description - A description for the item that is being added to the Work Order.

Export Date - The date when this extracted material cost was exported to the general ledger. (Only applies to billable/paying requests)

Quantity - The number of items needed.

Unit Cost - The cost of the item.

Tax - The cost of any tax applied to the item.

S&H - The cost of any shipping and handling charges applied to the item.

Item - Click **Select** to add an item to the Work Order.

Markup - Click to add a markup percentage to the item.

▼ MATERIAL COST SUMMARY (0)

Line	Item	Date	Item Description	Vendor Description	Export Date	Quantity	Unit Cost	Markup	Unit Cost + Markup	Tax	S&H
	Item: <input type="text"/>										

Select Clear Bin: Description: Quantity: Unit Cost: Tax Rate(%):

S&H: Markup: Date:

ADD CANCEL

Figure 41: Material Cost Summary

Adding an Item

Click **Select** to add an item to the Work Order. A dialog box opens allowing you to locate and select the item to add (Figure 42). To narrow the list, you can specify any of the following criteria: **Part#, FIN, Supplier Part#, Description, or Barcode**. Additionally you can select the **Material Class** of the item and the **Warehouse** the item is stored in. Click **FIND** to search and display the items. Click the **Part #** of the item you want to add it to the Work Order. Once the item has been added, select the warehouse **bin** you want to take the item from. Enter or modify a **Description** for the item. Enter the number of items being added in the **Quantity** field. In the **Unit Cost** field, add or modify the default cost of the item if needed. In the **S&H** field, enter any shipping or handling costs associated with the item. Click the **Markup** Check-Box to add a markup percentage to the item (Used when request is for an Auxiliary). Enter the date in the **Date** field when the item is needed. Click **ADD** to add the item to the Work Order.

Part #	Description	Unit Cost	Qty On Hand	Warehouse
1N956	Barricade Tape, Yellow/Black, 1000ft x 3ln	23.48	0 Each	WSF-MTN
4A416	Barricade Tape, Yellow/Black, 1000ft x 3ln	23.42	0 Each	WSF-MTN

Figure 42: Searching for Items

Adding a Non-Stock Item

To add a Non-Stock item, click **Select**, in the **Enter Part #** field type **“Special Order Part”** and click **FIND**, then click the **Special Order Part** item in the list that is in the **Warehouse** with a name that includes **“Non-Stock”** and for the area or Crew/Shop that will receive the credit/revenue (Figure 43). Warehouses have been created for each Crew/Shop – see Figure 44 below.

Part #	Description	Unit Cost	Qty On Hand	Warehouse
Special Order Part	Special Order Part	0	Non-Stock Item	TPA-FM-KEYSHOP-AUX
Special Order Part	Special Order Part	0	Non-Stock Item	TPA-FM-KEYSHOP-NON-STOCK

Figure 43: Adding a Non-Stock Item

Warehouse List Example

Each Crew/Shop will have warehouses setup based on their business model. The warehouses with **“AUX”** in the name will be used for **“In-Stock”** items.

- TPA-FM-FIRE-SAFETY-AUX
- TPA-FM-FIRE-SAFETY-NON-STOCK
- TPA-FM-KEYSHOP-AUX
- TPA-FM-KEYSHOP-NON-STOCK
- TPA-FM-MAINT-AUX
- TPA-FM-MAINT-NON-STOCK
- TPA-FM-UTILITIES-AUX
- TPA-FM-UTILITIES-ELECTRIC-AUX
- TPA-FM-UTILITIES-ELECTRIC-NON-STOCK
- TPA-FM-UTILITIES-NON-STOCK
- TPA-FM-VEH-RECYCLE-AUX
- TPA-FM-VEH-REFUSE-AUX
- TPA-FM-VEH-REPAIR-AUX
- TPA-FM-VEH-REPAIR-NON-STOCK
- TPA-PPC-STAGE ONLY
- TPA-WHB-CUSTODIAL-AUX
- TPA-WHB-ELECTRIC-AUX
- TPA-WSF-MAINT-AUX
- TPA-WSF-UTILITIES-AUX

Figure 44: Warehouses

XXIII. Adding Other Cost (for Facilities Management Staff)

Other Cost Summary (Figure 45) - This section displays any other type of cost incurred when completing the Work Order. These may be rental fees, outsourced contractor services, traveling expenses, estimate billing charge, or the cost of material items that are not managed by the Inventory module.

For each item, the following information is displayed:

Line - The line number of the item.

Name - The name of the item.

Date - The date and time when the item was added to the Work Order.

Vendor - The name of the vendor that supplies the item.

Description - A description of the item as stored in the inventory module.

Export Date - The date when this extracted other cost was exported to the general ledger. (Only applies to billable/paying requests)

Quantity - The number of items needed.

Unit Cost - The cost of the item.

Tax - The cost of any tax applied to the item.

S&H - The cost of any shipping and handling charges applied to the item.

Item - The type of cost you are adding.

Markup - Click to add a markup percentage to the item.

Payee - The name of another party that has already received payment.

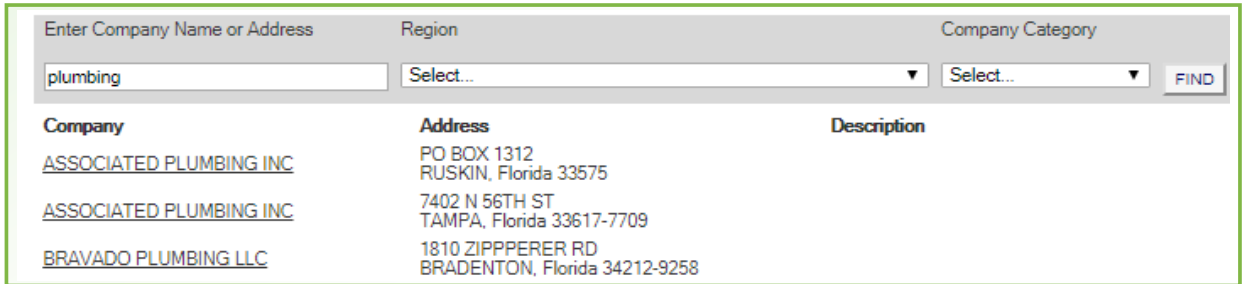
Figure 45: Other Cost Summary

Adding an Item/Type

From the **Item** drop-down, select the type of cost you are adding. In the **Description** field, enter a description for the other cost, and in the **Quantity** field, enter the number of other items. Add the cost for the other item in the **Unit Cost** field. If the vendor charged tax, enter the % in the **Tax Rate** field. In the **S&H** field, enter any shipping or handling costs associated with the other cost. Use the **Markup** check box if you want to add a markup percentage to the other cost. In the **Date** field, enter the date on which the item was added. In the **Payee** field, enter the name of the payee if the other cost was already

FAMIS Full Users Work Request Instructions

paid to an external party. Add a **Vendor** by Clicking **Select**, a dialog box opens allowing you to select a vendor to add. In the **Enter Company Name or Address field**, type part of the name of the company or address, you can narrow the list by selecting a **Region** and/or a **Company Category**. Click **FIND** to search and display a list. From the list, click the name you want to add to the Work Order. Click **ADD** to add the item to the Work Order.



Company	Address	Description
ASSOCIATED PLUMBING INC	PO BOX 1312 RUSKIN, Florida 33575	
ASSOCIATED PLUMBING INC	7402 N 56TH ST TAMPA, Florida 33617-7709	
BRAVADO PLUMBING LLC	1810 ZIPPERER RD BRADENTON, Florida 34212-9258	

Figure 46: Searching for a Vendor

XXIV. Totals Summary

Totals Summary

All costs that have been associated with the Work Order are summarized in the Totals Summary section. Costs of a specific type are grouped together - **Labor Costs**, **Material Costs**, then **Other Costs**. A grand total of all costs is displayed at the bottom of the section.

Each time a cost is added to the Work Order, it is added to the appropriate category and the total is updated.

Edit and Delete (for Facilities Management Staff)

You can edit / delete an item by clicking either the **Black Pencil** to edit or the **Red Check Mark** to delete that appears on the right as your mouse hovers over the line item. A dialog box opens asking you to confirm your choice.



FAMIS Full Users Work Request Instructions

▼ LABOR COST SUMMARY (1)													
Line	Crew	Employee	Labor Date	Activity Description	Export Date	Hours							
1	TPA MA1 (Maintenance 1)	Fussell	8/1/2019 8:00 AM to 11:00 AM	WO Labor Unclogged drain, removed and resealed drain guard. Checked for leaks, ran water to test trap.		3.00							
Add New Labor													
▼ MATERIAL COST SUMMARY (4)													
Line	Item	Date	Item Description	Vendor Description	Export Date	Quantity	Unit Cost	Markup	Unit Cost + Markup	Tax	S&H		
2	0000-502-030	8/1/2019	All Purpose Silicone	All Purpose Silicone		1.00	\$4.97	\$0.00	\$4.97	\$0.00	\$0.00	\$4.97	\$4.97
6	1PPH3	8/1/2019	DrainStopper, Dia. 1-1/8" to 1-1/4", Whit, PK5	Drain stopper		1.00	\$11.11	\$1.00	\$12.11	\$0.00	\$0.00	\$11.11	\$12.11
7	Special Order Part	8/1/2019	Special Order Part	Plumbers putty		1.00	\$5.00	\$0.45	\$5.45	\$0.00	\$0.00	\$5.00	\$5.45
8	Special Order Part	8/1/2019	Special Order Part	Drain cleaner		1.00	\$8.00	\$0.72	\$8.72	\$0.00	\$0.00	\$8.00	\$8.72
Add New Material													
▼ OTHER COST SUMMARY (1)													
Line	Name	Date	Vendor/Payee	Description	Export Date	Quantity	Unit Cost	Markup	Unit Cost + Markup	Tax	S&H		
9	Contractor Expense	8/1/2019		Hired vendor to install new cleanout.		1.00	\$150.00	\$13.50	\$163.50	\$0.00	\$0.00	\$150.00	\$163.50
Add New Other Cost													

Figure 47: Totals Summary

XXV. Rollup Totals Summary

Viewing Rollup Summary

When using parent/child Work Orders, this section displays a total of the costs from both the **Parent** and all **Child Work Orders**. Costs of a specific type are grouped together – as indicated in the Totals Summary.

Each time a cost is added to the Work Order, it is added to the appropriate category and the total is updated. The following values are displayed:

Total Labor - This value reflects the total cost of all labor entries made, including taxes.

Total Materials - This value reflects the total cost of all material items added, including taxes and shipping/handling. This value reflects items added directly from the **Work Order Financial** page as well as any items added to the Work Order through an **Inventory Item Issue** transaction.

Total Other Costs - This value reflects the total cost of all other cost items added, including taxes and shipping/handling.

Work Order Charges Total - This value is the sum of the **Total Labor**, **Total Materials**, and **Total Other Costs**.

FAMIS Full Users Work Request Instructions

▼ ROLLUP TOTALS SUMMARY		View Itemized Charges
Total Labor:	\$176.46	
Total Materials:	\$31.25	
Total Other Costs:	\$163.50	
Work Order Charges Total:	\$371.21	
Request Total Charges and Costs:	\$371.21	

Figure 48: Rollup Totals Summary

View Itemized Charges

Click the link to examine a detailed list of all of the charges associated with a **Work Order** and all **Child Work Orders** in the **Parent/Child** hierarchy.

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Building Name	Abbreviation	Building Name	Abbreviation	Building Name	Abbreviation	Building Name	Abbreviation	Building Name	Abbreviation
Arena Area By Stadium	AAS	Central Receiving And Storage Bldg	CRS	Greenhouse #3 - Collections	GHC	Interdisciplinary Research Building	IDR	MLK Plaza Pergola C	MLC
Training Building	ABC	USF Credit Union	CRU	Bot Gardens Inner Shed	GHS	Interdisciplinary Sci Bldg I	ISA	MOSI - USF Equipment	MOS
American Cancer Society - Hope Lodge	ACS	USF/Patel Partnership School	CSC	Bot Gardens Inner Shed West	GHW	ITFS Tower Shed	ITS	Maple Suites A	MPA
Sam & Martha Gibbons Alumni Ctr	ALC	Canopy Sails - Park On Collins	CSP	Greek Villa 1 Chapter Room	GKA	ITFS Tower Tampa Campus	ITT	Maple Suites B	MPB
John & Grace Allen Building	ALN	Canopy Sails - West Pond	CSW	Greek Villa 8 Chapter Room	GKH	Juniper-Poplar Hall	JPH	Maple Multi-Purpose Building	MPC
Alzheimers Center	ALZ	Chemical Treatment Bldg	CTB	Greek Villa 9 Chapter Room	GKI	Juniper-Poplar Chiller Yard	JPY	Maple Life/Learning Center	MPD
Lee Roy Selmon Athletic Ctr	ATH	Ctr For Urban Trans Research Bldg	CUT	Greek Villa 13 Chapter Room	GKM	Laurel Drive Parking Garage	LDG	Moffitt Research Center	MRC
Auxiliary Services Building	AUX	Covered Walkway "A" (FMHI)	CWA	Greek Villa 14 Chapter Room	GKN	Library	LIB	Marchall Center Amphitheatre	MSA
Pam & Les Muma Basketball Ctr	BBP	Covered Walkway "B" (HSC)	CWB	Greek Maintenance Storage Bldg	GKX	Chiles Ctr For Mothers/Babies	LRC	Phyllis P Marshall Student Ctr	MSC
Baseball Complex Batting	BCB	C. W. Bill Young Hall	CWY	Greek Housing Community Bldg	GKY	Life Science Annex	LSA	School Of Music Building	MUS
Baseball Complex & Dugouts	BCD	David C. Anchin Center	DAC	Greek Village-Bath House	GKZ	Tampa Parking Lot	LTP	Northwest Education Complex	NEC
Baseball Complex Pavilion South	BCS	Department Of Health Building	DHB	Grounds Maint Storage Canopy	GMC	Magnolia Apartments Bldg A	MAA	Natural And Environmental Sci Bldg	NES
Baseball Complex Ticketing	BCT	Champion'S Choice Dining Ctr	DIN	Grounds Maintenance Shed	GMS	Magnolia Apartments Bldg B	MAB	Nanotech I Building	NTA
Baseball Complex Pavilion West	BCW	Education Building	EDU	Grounds Maint Storage Shelter	GRS	Magnolia Apartments Bldg C	MAC	Physical Plant Oper Admin	OPM
Beard Drive Parking Garage	BDG	Equipment & Tire Storage Shed	EES	Golf Course Shelter A (4Th T)	GSA	Magnolia Apartments Bldg D	MAD	Port Authority Building	PAB
Behavioral Sciences Building	BEH	Elect Metering Substation	ELS	Golf Course Shelter B (8Th T)	GSB	Magnolia Apartments Bldg E	MAE	Psychology/Comm Sci And Disorders Lab Bldg	PCD
Bot Gardens Event Storage	BGE	Engineering Tchng Auditorium	ENA	Golf Course Shelter C (12Th T)	GSC	Magnolia Apartments Bldg F	MAF	Physical Education Classroom Bldg	PED
Bot Gardens Hothouse	BGH	Engineering Building II	ENB	Golf Course Starter Shack	GSS	Magnolia Apartments Bldg G	MAG	P E Grounds Building	PEG
Bot Gardens Pavilion	BGP	Engineering Building III	ENC	Greek Housing Villa 1	GVA	Magnolia Commons Bldg H	MAH	P E Storage (Softball)	PES
Bot Gardens Orchid Quonset	BGQ	Edgar W Kopp Bldg (Engineering)	ENG	Greek Housing Villa 2	GVB	Moffitt Clinic Building	MCB	P E Tennis Storage	PET
Botanical Gardens Restroom	BGR	Engineering Laboratory Bldg	ENL	Greek Housing Villa 3	GVC	Moffitt Cancer Center	MCC	Portable Generator Canopy - Plant	PGC
USF Tampa Bookstore	BKS	Engineering Storage Pavilion @ ENL	ENP	Greek Housing Villa 4	GVD	Moffitt Clinical Support	MCS	Portable Generator Shelter - Plant	PGS
Business Partnership Building	BPB	Engineering Research Bldg	ENR	Greek Housing Villa 5	GVE	USF Health-Shared Student Admin Bldg	MDA	Anthony J Pizzo Elem School	PIZ
Baptist Coll Ministry - USF	BPT	Edu Research Ctr Child Develop	ERC	Greek Housing Villa 6	GVF	USF Health-Morsani Coll Of Medicine Bldg	MDC	Pool - Juniper-Poplar	PLJ
Bridge (Cancer Care Center)	BRG	Shed - ERC Building	ERS	Greek Housing Villa 7	GVG	Morsani Coll Medicine & Heart Inst Bldg	MDD	USF Post Office	PPA
Bioscience Academic Facility	BSF	Embassy Suits Hotel	ESH	Greek Housing Villa 8	GVH	USF Health-Faculty Office Bldg	MDF	Grounds And Transportation Shops	PPB
C H Ferguson Hall (Business)	BSN	Engineering Solar Research Modular	ETS	Greek Housing Villa 9	GVJ	MDT Building Gazebo	MDG	Maintenance Svc Shops Addition	PPC
Bus Wash Enclosure	BUS	Fine Arts - Dance Bldg	FAD	Greek Housing Villa 10	GVJ	Morsani Ctr For Advanced Health Care	MDH	Transportation Insp & Storage Shop	PPD
USF Contemporary Art Museum	CAM	Fine Arts Building	FAH	Greek Housing Villa 11	GVK	USF Health-Student Group Learning Bldg	MDL	Physical Plant Golf Cart Shed	PPG
Collins Blvd Parking Garage	CBG	Faculty Office Building	FAO	Greek Housing Villa 12	GVL	USF Health-Mechanical Bldg	MDM	Plant Truck Parking Shelter (WHB Add-On)	PPX
Chiller Bldg Shed - OPM	CBS	Fine Arts Studio	FAS	Greek Housing Villa 13	GVM	USF Health-Nursing Bldg	MDN	Lifsey House	PRS
Moffitt Garage #1	CCG	Football Practice Svc Bldg	FBS	Greek Housing Villa 14	GVN	Moffitt Offices	MDO	Parking Transportation Bldg A	PTA
Stavros Ctr For Economic Edu	CEE	Fowler Fields Band Storage	FFB	Holly Drive Apartments-Bldg A	HAA	USF Health-Pedestrian Bridge	MDP	Parking Transportation Bldg	PTB
University Golf Center	CGC	Fowler Fields Complex	FFC	Holly Drive Apartments-Bldg B	HAB	USF Health-Warehouse 200	MDS	Parking Transportation Shed H	PTH
Patel Ctr For Global Solutions Bldg	CGS	Fowler Fields Pavilion	FFP	Holly Drive Apartments-Bldg C	HAC	USF Health-Therapy Bldg	MDT	Parking And Transp Svcs Operations Bldg	PTO
Chapel Center @ USF	CHA	Fowler Fields Restroom	FFR	Holly Drive Apartments-Bldg D	HAD	USF Health-Utilities Bldg	MDU	Photovoltaic Charging Station Engineering East	PVE
Chemistry Building	CHE	The Fit Health & Wellness Center	FIT	Holly Drive Apartments-Bldg E	HAE	USF Health-Water Trt Bldg	MDW	Photovoltaic Charging Station Engineering West	PVW
Crescent Hill Parking Garage	CHG	Flex Office Building	FLX	Holly Drive Apartments-Bldg F	HAF	Moffitt Faculty Building	MFB	Argos D	RAD
Chemistry Storage Building	CHS	Facilities Planning And Constr Bldg	FFC	Holly Drive Apartments-Bldg G	HAG	Magnolia Fields Complex	MFC	Argos Building "E"	RAE
Campus Information Center	CIC	Food Services Bldg Pollo Tropical	FSB	Holly Dr Apart-Mailrm/Laundry Bldg	HAH	Magnolia Fields Restroom	MFR	Argos Center	RAR
Communication / Information Sciences Bldg	CIS	Botanical Gardens Office	GAR	Holly Dr Apart-Activities Bldg South	HAJ	Moffitt Default Locations	MFT	Betty Castor Hall	RBC
Cas Multidisciplinary Complex	CMC	Golf Cart Garage	GCG	Holly Dr Apart-Comp Lab/Laundry Bldg	HAK	Moffitt Garage No. 2	MGS	Beta Hall	RBE
Ctr Adv Medical Learning & Sim Bldg	CML	Golf Clubhouse & Operations Bldg	GCH	Holly Dr Apart-Activities Bldg North	HAL	Westside Conference Ctr-Fmhi	MHA	Beacon Hall	RBN
Children'S Medical Services Bldg	CMS	Golf Course Maintenance Office	GCM	Holly Dr Apart-Offices/Seminar Bldg	HAM	FMHI - Physical Plant	MHB	Cypress Suites A	RCA
Central Plant Compound - Tampa	CPC	Golf Course Pump Shelter	GCP	Hillel Jewish Student Center	HIL	College Of Behavioral & Community Sci Bldg	MHC	Cypress Suites B	RCB
Engineering Research Compound	CPD	Golf Course Service Building	GCS	Human Svcs Architecture Bldg	HMS	USF Family Center (MHF)	MHF	Cypress Apartments C	RCC
Central Plant Electrical Shop	CPE	Golf Course Storage Warehouse	GCW	The Hub Dining Hall	HUB	FMHI - Classroom North	MHI	Cypress Apartments D	RCD
College Of Public Health Bldg	CPH	Grounds Dept Equipment Shed	GES	Hazardous Waste Facility	HZF	FMHI - Classroom South	MHJ	Cypress Suites Commons Bldg	RCE
Russell M Cooper Hall	CPR	Greenhouse #1 - Plant Sales	GHA	EH&S - Hazardous Waste Storage Bldg	HZT	MLK Plaza Pergola A	MLA	Recreation Activities Center	REC
Central Plant	CPT	Greenhouse #2 - Shade/Conservatory	GHB	Intercollegiate Rstrm (Tennis)	ICR	MLK Plaza Pergola B	MLB	Endeavor Office	REN

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Building Name	Abbreviation	Building Name	Abbreviation	Building Name	Abbreviation	Building Name	Abbreviation	Building Name	Abbreviation
Research Greenhouse - Biology	RGB	WUSF Television Bldg	TVB	PATS Tampa Lot 20	TPLOT20	PATS Tampa Lot 52	TPLOT52	PATS Tampa Bull Runner Stop 238	TTB238
Horizon Hall	RHN	University Diagnostic Inst	UDI	PATS Tampa Lot 21	TPLOT21	PATS Tampa Lot 52T	TPLOT52T	PATS Tampa Bull Runner Stop 239	TTB239
Kosove Hall	RKO	University Lecture Hall	ULH	PATS Tampa Lot 22A	TPLOT22A	PATS Tampa Lot 53	TPLOT53	PATS Tampa Bull Runner Stop 240	TTB240
Pinnacle Hall	RPN	University Police Building	UPB	PATS Tampa Lot 22D	TPLOT22D	PATS Tampa Lot 56	TPLOT56	PATS Tampa Bull Runner Stop 241	TTB241
Testbed Assistive Rehab Robotics Bldg	RRT	Univ Police Training (Modular)	UPM	PATS Tampa Lot 22E	TPLOT22E	PATS Tampa Lot Apple Drive	TPLOTAppleDr	PATS Tampa Bull Runner Stop 301	TTB301
Recreation Softball Fields	RSF	Univ Police Storage Shed	UPS	PATS Tampa Lot 22F	TPLOT22F	PATS Tampa Lot Cedar Drive	TPLOT CedarDr	PATS Tampa Bull Runner Stop 302	TTB302
Summit Hall	RSU	University Police Tower	UPT	PATS Tampa Lot 23A	TPLOT23A	PATS Tampa Lot CIC	TPLOT CIC	PATS Tampa Bull Runner Stop 303	TTB303
Riverfront Canoe Storage	RVC	TPA (Exterior Space)	USF TPA	PATS Tampa Lot 23B	TPLOT23B	PATS Tampa Lot Intramural Field	TPLOT IF	PATS Tampa Bull Runner Stop 304	TTB304
Riverfront Elect Bldg	RVE	University Technology Center 1	UTA	PATS Tampa Lot 23T	TPLOT23T	PATS Tampa Lot Life Science Annex	TPLOT LSA	PATS Tampa Bull Runner Stop 305	TTB305
Riverfront Little Shed	RVL	University Technology Center 2	UTB	PATS Tampa Lot 24	TPLOT24	PATS Tampa Lot Lifsey House	TPLOT LH	PATS Tampa Bull Runner Stop 306	TTB306
Riverfront Picnic Pavilions	RVP	Crosswinds Wesley	WFC	PATS Tampa Lot 25	TPLOT25	PATS Tampa Lot Morsani Service Area	TPLOT MSA	PATS Tampa Bull Runner Stop 311	TTB311
Riverfront Pavilion 2	RVP2	Warehouse B	WHB	PATS Tampa Lot 26	TPLOT26	PATS Tampa Lot Sago Drive	TPLOT SD	PATS Tampa Bull Runner Stop 312	TTB312
Riverfront Pavilion 3	RVP3	Warehouse C	WHC	PATS Tampa Lot 27	TPLOT27	PATS Tampa Lot Varsity Tennis Court	TPLOT VTC	PATS Tampa Bull Runner Stop 313	TTB313
Riverfront Park Restroom	RVR	Warehouse D	WHD	PATS Tampa Lot 28	TPLOT28	PATS Tampa Bull Runner Bus Depot	TTBusDepot	PATS Tampa Bull Runner Stop 314	TTB314
Riverfront Rope Course Shed	RVS	Well House - Well #2	WLH	PATS Tampa FM Vehicle Compound	TPLOT28FM	PATS Tampa Maintenance Depot A	TPMaintDepotA	PATS Tampa Bull Runner Stop 315	TTB315
Science Center	SCA	WUSF Radio Building	WRB	PATS Tampa Lot 29A	TPLOT29A	PATS Tampa Maintenance Depot B	TPMaintDepotB	PATS Tampa Bull Runner Stop 316	TTB316
Softball Complex Batting	SCB	Watersport Storage East	WSE	PATS Tampa Lot 29B	TPLOT29B	PATS Tampa Bull Runner Stop 101	TTB101	PATS Tampa Bull Runner Stop 317	TTB317
Softball Complex & Dugouts	SCD	Water Storage Facility	WSF	PATS Tampa Lot 30	TPLOT30	PATS Tampa Bull Runner Stop 102	TTB102	PATS Tampa Bull Runner Stop 318	TTB318
Softball Complex Pavilion North	SCN	Watersport Storage South	WSS	PATS Tampa Lot 30T	TPLOT30T	PATS Tampa Bull Runner Stop 108	TTB108	PATS Tampa Bull Runner Stop 319	TTB319
Softball Complex Pavilion West	SCW	PATS Tampa Lot 01	TPLOT01	PATS Tampa Lot 31	TPLOT31	PATS Tampa Bull Runner Stop 110	TTB110	PATS Tampa Bull Runner Stop 320	TTB320
Yuengling Center Shed "A"	SDA	PATS Tampa Lot 02A	TPLOT02A	PATS Tampa Lot 31T	TPLOT31T	PATS Tampa Bull Runner Stop 115	TTB115	PATS Tampa Bull Runner Stop 325	TTB325
Yuengling Center Shed "B"	SDB	PATS Tampa Lot 02C	TPLOT02C	PATS Tampa Lot 32	TPLOT32	PATS Tampa Bull Runner Stop 116	TTB116	PATS Tampa Bull Runner Stop 326	TTB326
Yuengling Center Shed "C"	SDC	PATS Tampa Lot 03A	TPLOT03A	PATS Tampa Lot 33	TPLOT33	PATS Tampa Bull Runner Stop 119	TTB119	PATS Tampa Bull Runner Stop 327	TTB327
Yuengling Center Shed "D"	SDD	PATS Tampa Lot 03B	TPLOT03B	PATS Tampa Lot 33T	TPLOT33T	PATS Tampa Bull Runner Stop 120	TTB120	PATS Tampa Bull Runner Stop 328	TTB328
Yuengling Center Equipment Shed	SDS	PATS Tampa Lot 03C	TPLOT03C	PATS Tampa Lot 34	TPLOT34	PATS Tampa Bull Runner Stop 121	TTB121	PATS Tampa Bull Runner Stop 329	TTB329
Southeast Chiller Plant	SEC	PATS Tampa Lot 03D	TPLOT03D	PATS Tampa Lot 35	TPLOT35	PATS Tampa Bull Runner Stop 122	TTB122	PATS Tampa Bull Runner Stop 330	TTB330
Sycamore Fields Complex	SFC	PATS Tampa Lot 03E	TPLOT03E	PATS Tampa Lot 36	TPLOT36	PATS Tampa Bull Runner Stop 125	TTB125	PATS Tampa Bull Runner Stop 340	TTB340
Softball Fields Restroom	SFR	PATS Tampa Lot 04	TPLOT04	PATS Tampa Lot 37	TPLOT37	PATS Tampa Bull Runner Stop 126	TTB126	PATS Tampa Bull Runner Stop 342	TTB342
Sycamore Fields Storage	SFS	PATS Tampa Lot 05A	TPLOT05A	PATS Tampa Lot 37T	TPLOT37T	PATS Tampa Bull Runner Stop 129	TTB129	PATS Tampa Bull Runner Stop 344	TTB344
Shriners' Hospital Annex	SHA	PATS Tampa Lot 05B	TPLOT05B	PATS Tampa Lot 38A	TPLOT38A	PATS Tampa Bull Runner Stop 150	TTB150	PATS Tampa Bull Runner Stop 346	TTB346
Student Health Service Bldg	SHS	PATS Tampa Lot 05D	TPLOT05D	PATS Tampa Lot 38B	TPLOT38B	PATS Tampa Bull Runner Stop 151	TTB151	PATS Tampa Bull Runner Stop 348	TTB348
Social Science Building	SOC	PATS Tampa Lot 05E	TPLOT05E	PATS Tampa Lot 38C	TPLOT38C	PATS Tampa Bull Runner Stop 154	TTB154	PATS Tampa Bull Runner Stop 350	TTB350
Soccer Park Restroom (East)	SPE	PATS Tampa Lot 06	TPLOT06	PATS Tampa Lot 38D	TPLOT38D	PATS Tampa Bull Runner Stop 155	TTB155	PATS Tampa Bull Runner Stop 352	TTB352
Corbett Soccer Park Stadium	SPS	PATS Tampa Lot 07A	TPLOT07A	PATS Tampa Lot 38E	TPLOT38E	PATS Tampa Bull Runner Stop 157	TTB157	PATS Tampa Bull Runner Stop 353	TTB353
Soccer Park Restroom (West)	SPW	PATS Tampa Lot 07B	TPLOT07B	PATS Tampa Lot 38F	TPLOT38F	PATS Tampa Bull Runner Stop 158	TTB158	PATS Tampa Bull Runner Stop 401	TTB401
Stabile Research Center (Moffitt)	SRB	PATS Tampa Lot 07C	TPLOT07C	PATS Tampa Lot 38G	TPLOT38G	PATS Tampa Bull Runner Stop 161	TTB161	PATS Tampa Bull Runner Stop 411	TTB411
Student Svcs Canopies	SSC	PATS Tampa Lot 08A	TPLOT08A	PATS Tampa Lot 38H	TPLOT38H	PATS Tampa Bull Runner Stop 162	TTB162	PATS Tampa Bull Runner Stop 414	TTB414
Track & Field Stadium	STA	PATS Tampa Lot 08B	TPLOT08B	PATS Tampa Lot 38R	TPLOT38R	PATS Tampa Bull Runner Stop 165	TTB165	PATS Tampa Bull Runner Stop 418	TTB418
Stadium Track Building	STB	PATS Tampa Lot 08C	TPLOT08C	PATS Tampa Lot 38T	TPLOT38T	PATS Tampa Bull Runner Stop 166	TTB166	PATS Tampa Bull Runner Stop 421	TTB421
South Tampa Ctr Adv Health Care	STC	PATS Tampa Lot 09A	TPLOT09A	PATS Tampa Lot 38U	TPLOT38U	PATS Tampa Bull Runner Stop 203	TTB203	PATS Tampa Bull Runner Stop 425	TTB425
Yuengling Center (Sun Dome)	SUN	PATS Tampa Lot 09C	TPLOT09C	PATS Tampa Lot 40	TPLOT40	PATS Tampa Bull Runner Stop 204	TTB204	PATS Tampa Bull Runner Stop 426	TTB426
Student Services Building	SVC	PATS Tampa Lot 11	TPLOT11	PATS Tampa Lot 41	TPLOT41	PATS Tampa Bull Runner Stop 205	TTB205	PATS Tampa Bull Runner Stop 430	TTB430
Sewage Pumping Station Bldg #1	SWA	PATS Tampa Lot 12	TPLOT12	PATS Tampa Lot 42	TPLOT42	PATS Tampa Bull Runner Stop 206	TTB206	PATS Tampa Bull Runner Stop 432	TTB432
Sewage Pumping Station Bldg #2	SWB	PATS Tampa Lot 14	TPLOT14	PATS Tampa Lot 43	TPLOT43	PATS Tampa Bull Runner Stop 209	TTB209	PATS Tampa Bull Runner Stop 445	TTB445
Theatre Centre	TAR	PATS Tampa Lot 15	TPLOT15	PATS Tampa Lot 44	TPLOT44	PATS Tampa Bull Runner Stop 213	TTB213	PATS Tampa Bull Runner Stop 446	TTB446
Theatre 1	TAT	PATS Tampa Lot 16	TPLOT16	PATS Tampa Lot 45	TPLOT45	PATS Tampa Bull Runner Stop 214	TTB214	PATS Tampa Bull Runner Stop 449	TTB449
Varsity Tennis Courts Pavilion	TCP	PATS Tampa Lot 17A	TPLOT17A	PATS Tampa Lot 46	TPLOT46	PATS Tampa Bull Runner Stop 221	TTB221	PATS Tampa Bull Runner Stop 501	TTB501
Track/Field Shed	TFS	PATS Tampa Lot 17B	TPLOT17B	PATS Tampa Lot 47	TPLOT47	PATS Tampa Bull Runner Stop 222	TTB222	PATS Tampa Bull Runner Stop 502	TTB502
Theatre 2	THR	PATS Tampa Lot 18B	TPLOT18B	PATS Tampa Lot 47A	TPLOT47A	PATS Tampa Bull Runner Stop 225	TTB225	PATS Tampa Bull Runner Stop 503	TTB503
Tampa Campus Main Entrance	TME	PATS Tampa Lot 18T	TPLOT18T	PATS Tampa Lot 50	TPLOT50	PATS Tampa Bull Runner Stop 226	TTB226	PATS Tampa Bull Runner Stop 504	TTB504
Chemical Treatment Station	TRT	PATS Tampa Lot 19	TPLOT19	PATS Tampa Lot 51	TPLOT51	PATS Tampa Bull Runner Stop 230	TTB230	PATS Tampa Bull Runner Stop 505	TTB505

USF Tampa Page 3

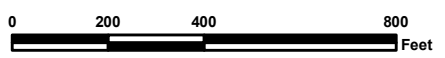
<u>Building Name</u>	<u>Abbreviation</u>
PATS Tampa Bull Runner Stop 508	TTB508
PATS Tampa Bull Runner Stop 510	TTB510
PATS Tampa Bull Runner Stop 511	TTB511
PATS Tampa Bull Runner Stop 513	TTB513
PATS Tampa Bull Runner Stop 514	TTB514
PATS Tampa Bull Runner Stop 517	TTB517
PATS Tampa Bull Runner Stop 518	TTB518
PATS Tampa Bull Runner Stop 520	TTB520
PATS Tampa Bull Runner Stop 521	TTB521
PATS Tampa Bull Runner Stop 526	TTB526
PATS Tampa Bull Runner Stop 527	TTB527
PATS Tampa Bull Runner Stop 601	TTB601
PATS Tampa Bull Runner Stop 700	TTB700
PATS Tampa Bull Runner Stop 701	TTB701
PATS Tampa Bull Runner Stop 708	TTB708
PATS Tampa Bull Runner Stop 709	TTB709
PATS Tampa Bull Runner Stop 712	TTB712
PATS Tampa Bull Runner Stop 713	TTB713
PATS Tampa Bull Runner Stop 715	TTB715
PATS Tampa Bull Runner Stop 716	TTB716
PATS Tampa Bull Runner Stop 717	TTB717
PATS Tampa Bull Runner Stop 718	TTB718
PATS Tampa Bull Runner Stop 801	TTB801
PATS Tampa Bull Runner Stop 803	TTB803
PATS Tampa Bull Runner Stop 807	TTB807
PATS Tampa Bull Runner Stop 813	TTB813
PATS Tampa Bull Runner Stop 815	TTB815
PATS Tampa Bull Runner Stop 821	TTB821
PATS Tampa Bull Runner Stop 827	TTB827
PATS Tampa Bull Runner Stop 829	TTB829
PATS Tampa Bull Runner Stop 904	TTB904
PATS Tampa Bull Runner Stop 905	TTB905
PATS Tampa Bull Runner Stop 906	TTB906
PATS Tampa Bull Runner Stop 911	TTB911
PATS Tampa Bull Runner Stop 912	TTB912
PATS Tampa Bull Runner Stop 913	TTB913
PATS Tampa Bull Runner Stop 914	TTB914
PATS Tampa Bull Runner Stop 966	TTB966



Building Name	Abbreviation
Bayboro Hall	BAY
Bellows Marine Vessel	BEL
Center For Ocean Technology	COT
Children'S Research Institute	CRI
Central Utility Plant	CUP
The Dali Museum (New)	DAL
Lowell E. Davis Memorial Hall	DAV
Fifth Ave Parking Facility	FPF
Fish And Wildlife At St. Pete	FWL
Harbor Hall	HBR
Haney Landing Sailing Center	HNY
H. William Heller Hall	HWH
Knight Oceanographic Rsch Ctr	KRC
Lynn Pippenger Hall (College of Business)	LPH
St. Pete Parking Lot	LST
Marine Sci Handi House	MSH
Marine Science Building	MSL
Marine Sci Storage Shed North	MSN
Marine Sci Pipe Storage	MSP
Marine Sci Storage Shed South	MSS
Marine Sci Vehicle Shelter	MSV
Marine Shop & Warehouse	MSW
One Fifth Avenue South Bldg	ONE
Pool	PLP
Pianoman Bldg	PNM
Plant Operations/Receiving	POR
Nelson Poynter Memorial Library	POY
Port Building	PRT
Pr Wallace Florida Center For Teachers	PRW
Residence Hall One	RHO
Suncoaster Marine Vessel	SCT
Student Life Center	SLC
Snell House	SNL
Science & Technology Genl Academic Bldg	STG
Special Services Bldg	SVB
Seawall At St. Pete	SWL
The Terrace	TER
USFSP Research Labs	URL
University Student Center	USC
USFSTP-STP (Exterior Space)	USFSTP
U.S. Geological Survey	USG
Weatherbird II Marine Vessel	WBD
Campus Welcome Center	WEL
Warehouse Laboratories Bldg	WHL
John C. Williams Hist House	WMS

**University of South Florida:
St. Petersburg**

1 inch = 400 feet



Legend

- Buildings Footprints
- Footpaths
- Roadways



**Appendix: B
USFSP**



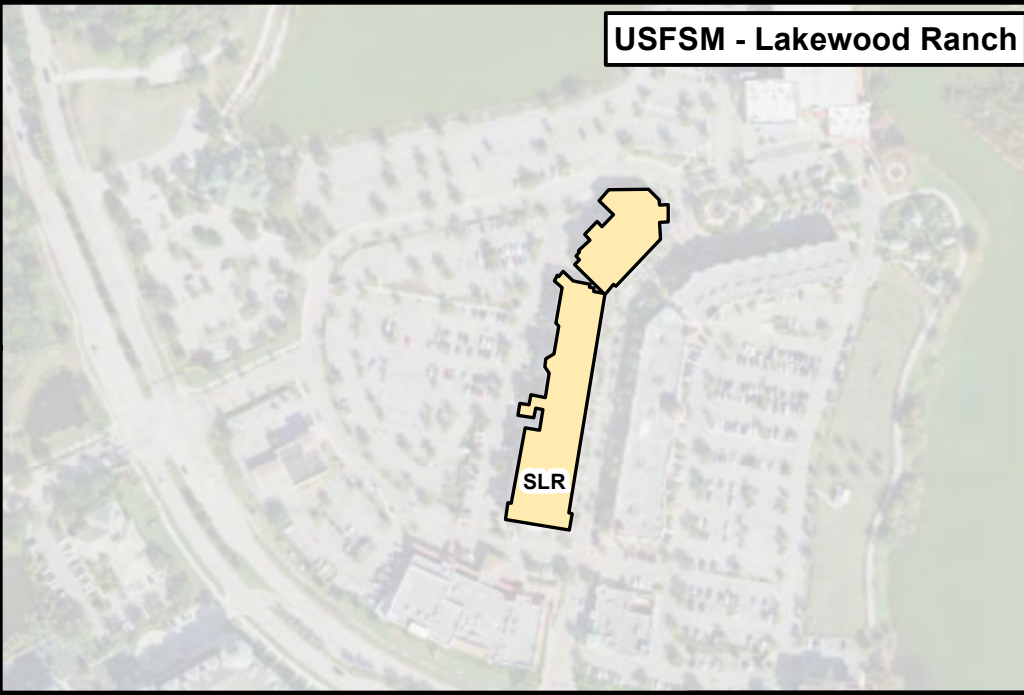
Sarasota-Manatee Main Campus



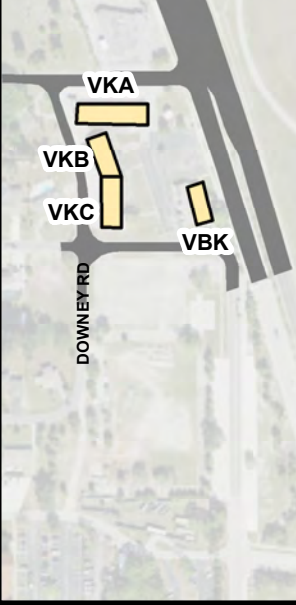
USFSM - Mote Marine Laboratory



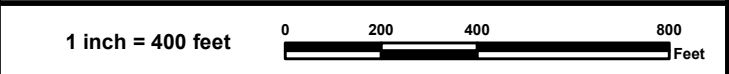
USFSM - Lakewood Ranch



Building Name	Building Abbreviation
Sarasota Parking Lot	LSR
New College Locations	NCF
Sarasota Lakewood Ranch	SLR
Modular Research Lab - 1	SMA
Modular Research Lab - 2	SMB
Sarasota Manatee Campus	SMC
Sarasota Academic Office	SMD
Sarasota Manatee Mote	SMM
Sarasota Manatee Plant	SMP
Sarasota Manatee Storage	SMS
USFSAR-SAR (Exterior Space)	USFSAR
Viking Motel - Bookstore	VBK
Viking Motel - Bldg A	VKA
Viking Motel - Bldg B	VKB
Viking Motel - Bldg C	VKC
Non Capital Locations	ZZZ



University of South Florida: Sarasota-Manatee



Legend

- Buildings Footprints
- Footpaths
- Roadways

