Customer sends request to the WMC or contacts Facilities Planning.

1. Does request have Fiscal Agent authorization?
   - Yes
     - Assign an estimate number and send to estimator.
   - No
     - Return to requestor for proper signatures.

2. Was the work requiring design services?
   - Yes
     - Assign a design number and send to the Planning Office for processing.
     - Planning Office works with the customer to determine scope of work.
     - Planning Office completes design work.
     - Is an estimate needed?
       - Yes
         - Send request to the PIT Team.
         - Review project scope.
         - Can the project proceed?
           - Yes
             - Process Greensheet and discuss work load and determine in-house or Contractor to do work.
             - Send to Superintendent of Craft Shops and Superintendent of Utilities for signatures.
             - Send to Deputy Director for review.
             - Hold "Green Sheet" until Presidential authorization is received.
             - Once scope is determined, an estimate project costs needs to be obtained.
             - Process Greensheet and discuss work load and determine in-house or Contractor to do work.
             - Write up project "Green Sheet" and Project Concurrence.
             - Hold "Green Sheet" until Presidential authorization is received.
             - Send to Director of Construction for PM assignment and signature.
             - Send to Clerical for project number assignment and processing.
             - Work is greater than $499,999. Send request to Planning Office.
             - Planning Office to work with customer to determine scope of work.
             - Once scope is determined, an estimate project costs needs to be obtained.
             - Planning Office to write up Board of Trustee items for next Board meeting.
             - Once BOT authorization is received, write up project "Green Sheet".
             - Send to Director of Construction for PM assignment and signature.
             - Return to Executive Director for signature.
             - Send to Clerical for project number assignment and processing.
           - No
             - Determine solution and take corrective planning action.
             - Issue the work order(s).
             - Send to Superintendent of Crafts and Superintendent of Utilities for signatures.
             - Send to Deputy Director for review.
             - Send to Construction for PM assignment and signature.
             - Work is greater than $499,999. Send request to Planning Office.
             - Planning Office to work with customer to determine scope of work.
             - Once scope is determined, an estimate project costs needs to be obtained.
             - Planning Office to write up Board of Trustee items for next Board meeting.
             - Once BOT authorization is received, write up project "Green Sheet".
             - Send to Director of Construction for PM assignment and signature.
             - Return to Executive Director for signature.
             - Send to Clerical for project number assignment and processing.
   - No
     - Complete estimate. Send one copy to the customer and one copy to the WMC for file.

3. Is the work to be completed under $10,000?
   - Yes
     - Send design back to the customer.
   - No
     - Process Greensheet and discuss work load and determine in-house or Contractor to do work.
     - Send to Superintendent of Craft Shops and Superintendent of Utilities for signatures.
     - Send to Deputy Director for review.
     - Send to Construction for PM assignment and signature.
     - Work is greater than $499,999. Send request to Planning Office.
     - Planning Office to work with customer to determine scope of work.
     - Once scope is determined, an estimate project costs needs to be obtained.
     - Planning Office to write up Board of Trustee items for next Board meeting.
     - Once BOT authorization is received, write up project "Green Sheet".
     - Send to Director of Construction for PM assignment and signature.
     - Return to Executive Director for signature.
     - Send to Clerical for project number assignment and processing.

4. Does request have PIT review?
   - Yes
     - Send request to the PIT Team.
     - Review project scope.
     - Determine problem areas and have a PIT Member discuss issues with our customer.
     - Issue the work order(s).
     - Send to Superintendent of Craft Shops and Superintendent of Utilities for signatures.
     - Send to Deputy Director for review.
     - Send to Construction for PM assignment and signature.
     - Work is greater than $499,999. Send request to Planning Office.
     - Planning Office to work with customer to determine scope of work.
     - Once scope is determined, an estimate project costs needs to be obtained.
     - Planning Office to write up Board of Trustee items for next Board meeting.
     - Once BOT authorization is received, write up project "Green Sheet".
     - Send to Director of Construction for PM assignment and signature.
     - Return to Executive Director for signature.
     - Send to Clerical for project number assignment and processing.
   - No
     - Issue the work order(s).
     - Send to Superintendent of Craft Shops and Superintendent of Utilities for signatures.
     - Send to Deputy Director for review.
     - Send to Construction for PM assignment and signature.
     - Work is greater than $499,999. Send request to Planning Office.
     - Planning Office to work with customer to determine scope of work.
     - Once scope is determined, an estimate project costs needs to be obtained.
     - Planning Office to write up Board of Trustee items for next Board meeting.
     - Once BOT authorization is received, write up project "Green Sheet".
     - Send to Director of Construction for PM assignment and signature.
     - Return to Executive Director for signature.
     - Send to Clerical for project number assignment and processing.