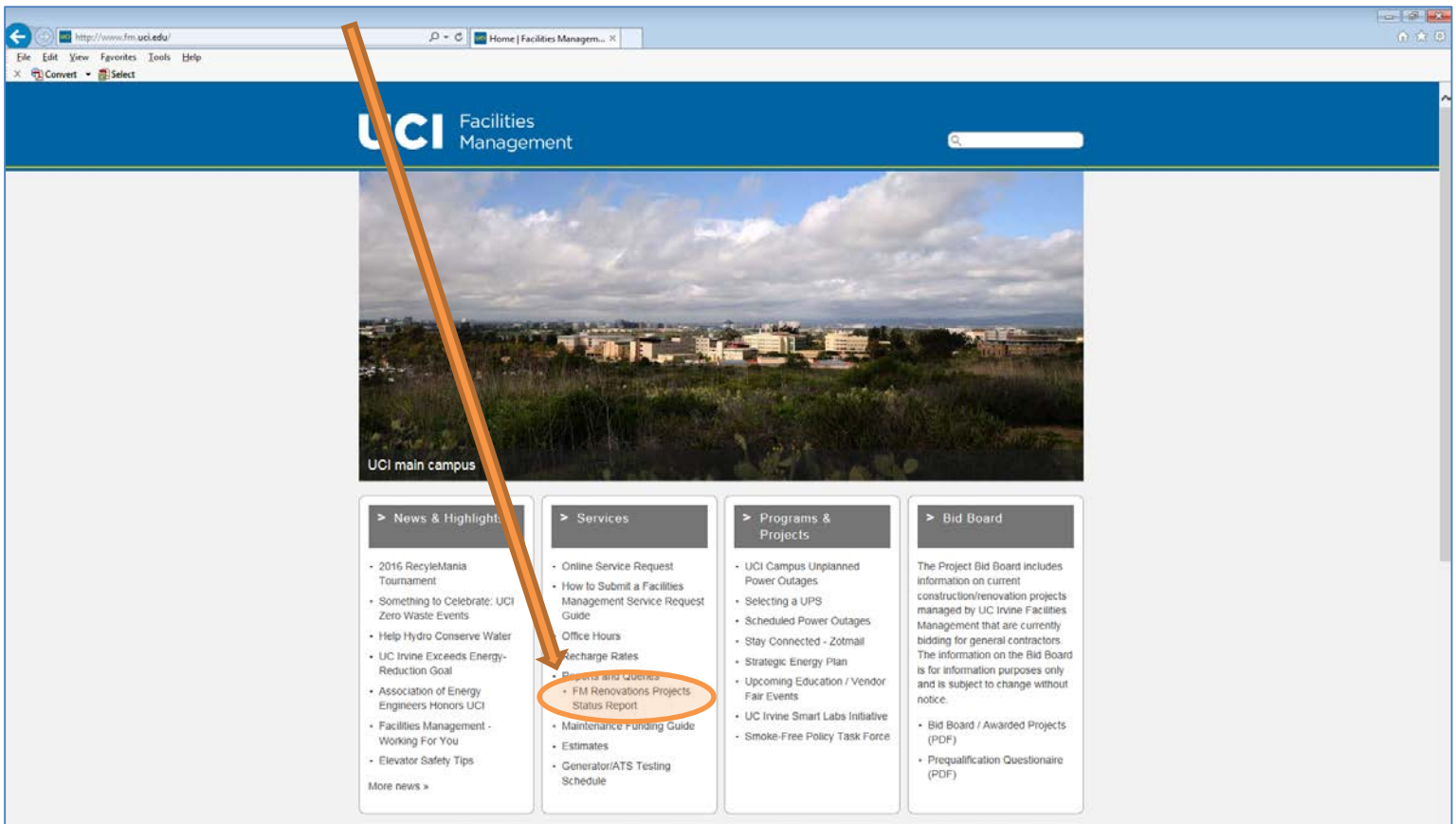


## HOW-TO: FM Renovations Projects Status Reports

The FM Renovations Projects Status Report is used to view the basic information of your project as well as the notes and status as they are updated.

1. Go to The Facilities Management web site at [www.fm.uci.edu](http://www.fm.uci.edu)
2. Click on "FM Renovations Projects Status Report"

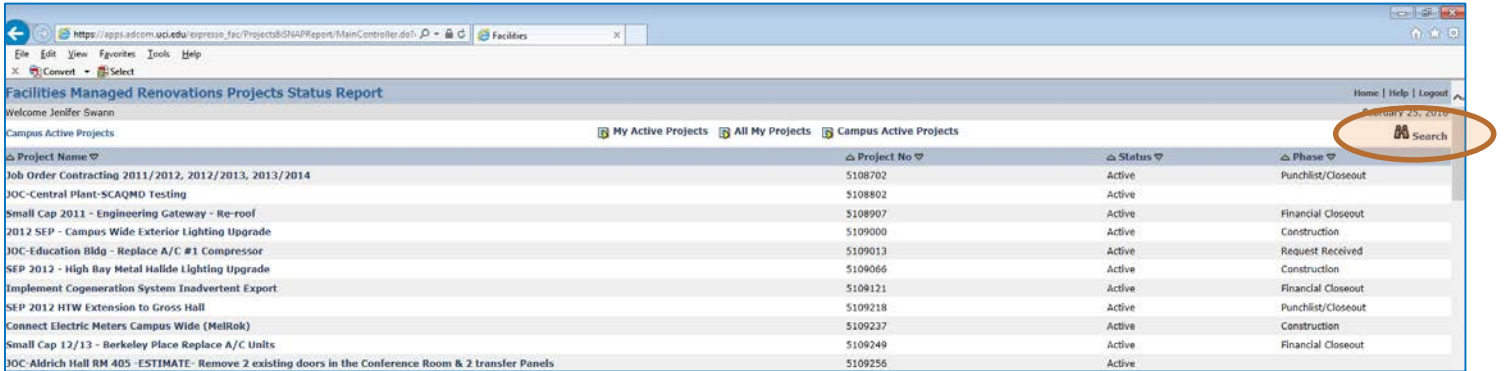


3. Enter your ucinetid and password to authenticate into the system.

The screenshot shows the UCInetID Secure Web Login page. The header includes the University of California - Irvine logo and the text 'UCInetID Secure Web Login'. The page is logged in as 'jmnorthr'. The main content area is divided into two sections: UCInetID Information and a login form. The UCInetID Information section includes links for 'Activate your UCInetID' and 'UCInetID Info'. The login form includes a warning message: 'The resource you requested requires you to re-authenticate. Or, you may login as another user.' Below the warning are input fields for 'UCInetID' (containing 'jmnorthr') and 'Password'. A 'Login' button is located below the password field. A link for 'Forgot your password?' is also present. At the bottom of the page, there is a footer that reads 'Powered by WebAuth, Developed by OIT. Computing Security & Resources'.

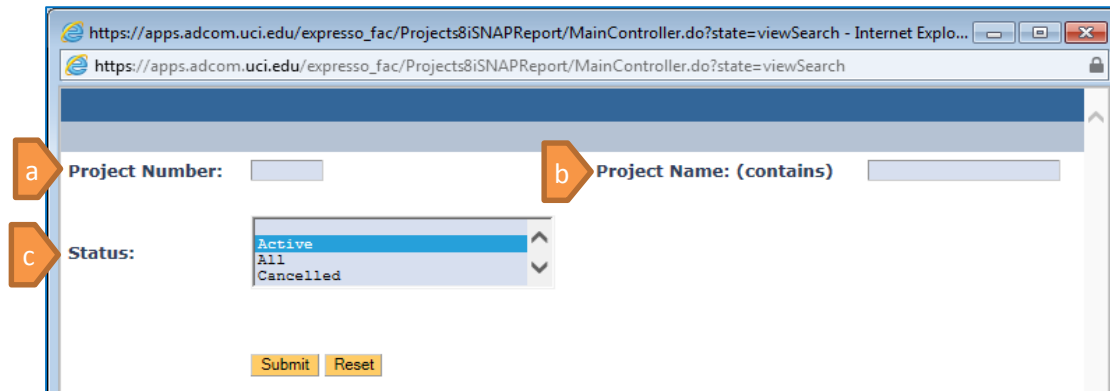
# HOW-TO: FM Renovations Projects Status Reports

4. Click on "Search"



5. Enter criteria to find the project you are looking for:

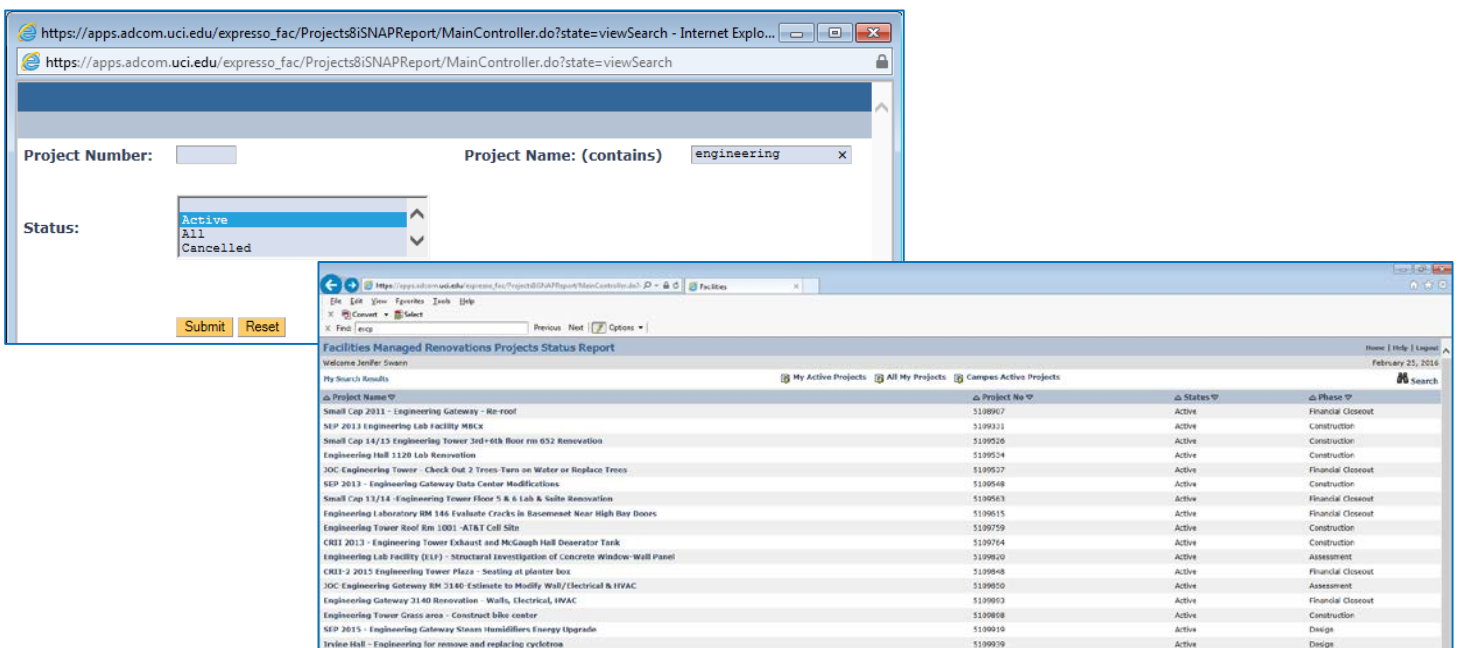
- a. A specific Project number
- b. Name of a project
- c. Status of project



6. Click "Submit"

7. Click on a project from the list of projects that fit criteria to see details

Example: Search for Project Name containing "engineering"



## HOW-TO: FM Renovations Projects Status Reports

### Example Search for specific Project Number

- Enter project number in search field

Project Number:  Project Name: (contains)

Status:

- Click on the project name to view details

Project Name	Project No	Status	Phase
Rowland Hall Loading Dock Build Out - James Smith Lab	5109950	Active	Construction

- View the project details, including: general information, contact info, milestone status, and progress notes.

**Project Details**

**General**

Number: 5109950 Date FMR Received: 04/21/2015

Project Name: Rowland Hall Loading Dock Build Out - James Smith Lab

Project Description: Enclose the existing loading dock space with new store front window system and convert to new lab space.

Phase: Construction Status: Active

Unit Responsible: SCHOOL OF PHYSICAL SCIENCES Space Assigned To: SCHOOL OF PHYSICAL SCIENCES

Account Code(s): 9748150 Job Number(s): 225626,225627,225631,225635,225641,9748150

**Location**

Name	Alternate Building Name	CAAN/ID	Campus Map Number
Rowland Hall (Physical Sciences 1)	ROWLAND HALL	9100	400

**Contacts**

Client Contact: Rick T. Fruchey (949) 824-8275 rfruchey@UCL.EDU

Client Financial Contact:

Occupant:

Project Planner:

Project Manager: Craig Alan Denney (949) 824-5853 cdenney@UCL.EDU

**Budget**

Original Budget: \$750,000.00 Current Budget: \$1,024,970.00 As of: Internal Change Order 5109950-ico3 03/18/2016

**Schedule**

Start: 04/21/2015 Finish: 08/05/2016

Project Milestone	Duration (days)	Start Date	Finish Date
Assessment	122	04/21/2015	08/21/2015
Design	366	08/05/2015	08/05/2016
Construction	120	02/23/2016	06/22/2016

**Progress Notes**

4/19/16 Storefront window frame installation is complete. partial glass shipment is due to arrive this week. Interior drywall is being hung.

4/5/16 Drywall currently being installed. Electrician installing conduit and j-boxes. Duct work submittal submitted to Engineering for review today.

3/22/16 90% of submittals have been approved. Contractor is currently installing metal stud framing and continuing with electrical work.