

Activity F04 Facilities Improvements

Activity F04 involves costs of altering or expanding existing facilities or grounds of buildings or properties owned by ODOT. It includes:

- Remodeling.
- Additions.
- New HVAC systems.
- Energy conversion, such as oil to natural gas.
- Adding fencing, landscaping, walkways, etc.
- Leasehold improvements at the beginning of or during a lease.
- Needed design, permits, and inspections.
- Improvements related to the Americans with Disabilities Act (ADA).

Projects performed under this activity may not exceed a cost of \$500,000. Refer to Activity F05 for constructing new facilities or making modifications where the cost is over \$500,000.

Refer to Activity 041 for costs of tenant services.

Refer to Activity F03 for costs of maintenance and repair.

Refer to Activity 305 for work at scale sites, buildings for communications facilities and work requested by the ODOT Support Services Branch.

Before performing any work:

- Prepare a Betterment Order, form 734-3440, and obtain approval of the District Manager and of the Facilities Management Section.
- Send a copy of the approved form 734-3440 to and obtain a Special EA from the Maintenance Management System (MMS) Unit of the Highway Finance Office.

Seek assistance and guidance from the ODOT Facilities Management Section of the Support Services Branch. Also refer to the Buildings and Capital Property section of this Guide.

Seek assistance and guidance from the ODOT Facilities Management Section if contract methods are used to perform. Refer to the Purchase and Acquisition of Goods and Services section of this Guide.

Measurement of Accomplishment, Expenditure Account, Charge Activity

Measurement is number of worker hours involved. Expenditure account type is Special EA. Charge all costs to TEAMS Activity F04.