

## **Unit Order: 2009-03 PROJECT APPROVAL**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to ensure that all project requests reported to management are vetted, and are approved for funding prior to the start of a project.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) managers, supervisors, and personnel.

### **ORDER:**

Any new project not considered routine maintenance must be approved by the FSB Director, through the appropriate chain of command. Approval must be obtained prior to any work being conducted on the project. All project requests must follow the Facilities Planning Bureau (FPB) Service Request Manual.

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