An EWORF becomes a Fac Mod if any one of the following is indicated:
change in size/shape/access, change in use, change in assignment.

**Acronym Key:**
- **UFM** = University Fire Marshal
- **EWORF** = Electronic Work Order Form
- **FMOD/Fac Mod** = Facility Modification
- **SOW** = Scope of Work
- **FS** = Facilities Services
- **DDC** = Division of Design & Construction (Facilities Services)

1. If site visit is required, FE’s, Maint. Supervisor & UFM to attend.
2. Verbal = rough estimate, ‘order of magnitude’
   Written estimate requires user funds.