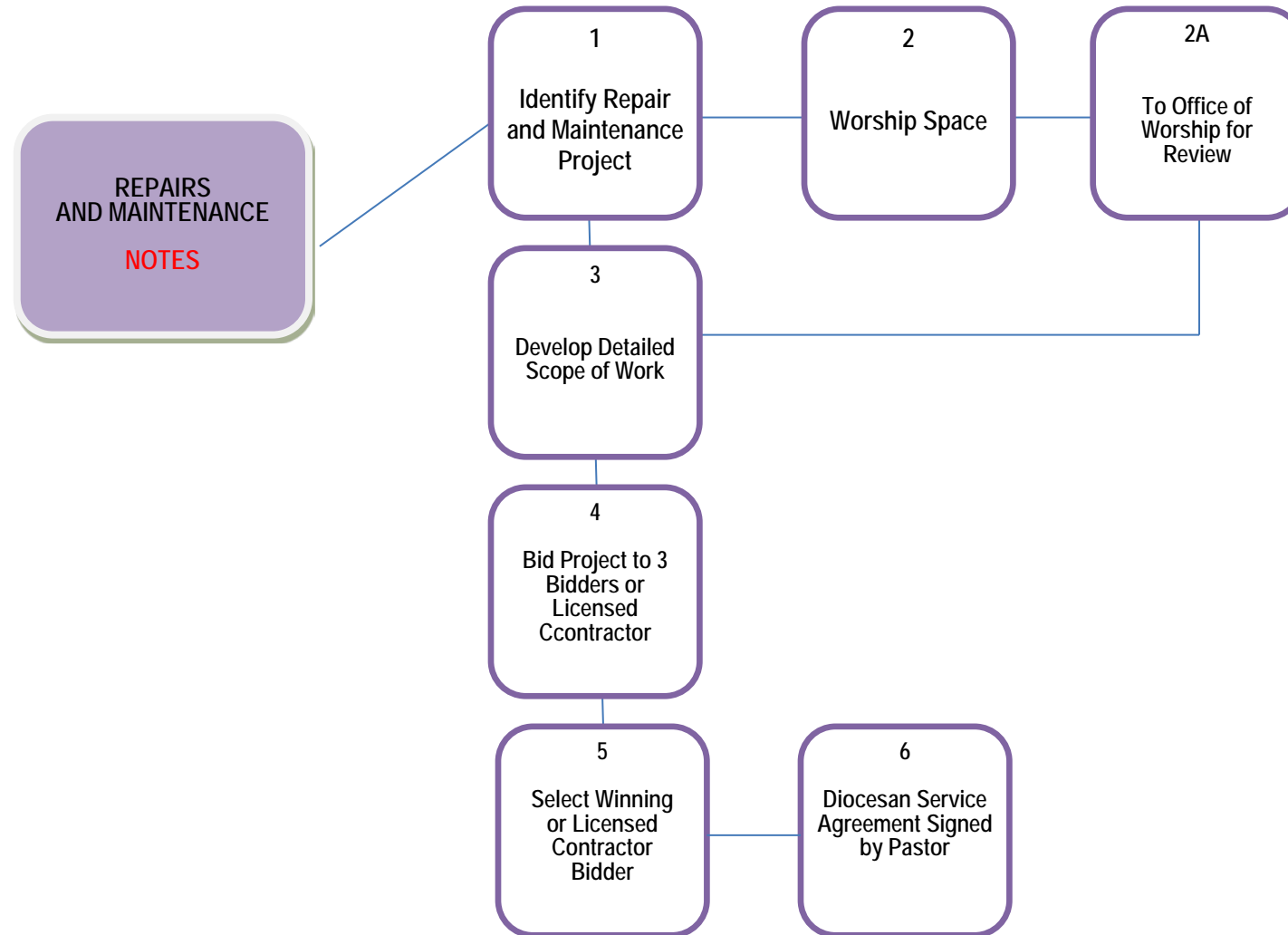


# FLOWCHART #1 - PLANNING REPAIRS AND MAINTENANCE PROJECTS UNDER \$20,000



For descriptive Guidance please visit web site: <http://www.catholicahawaii.org/diocesan-offices/facilities-management/guidelines.aspx>

Revised: October 15, 2016

## FLOWCHART #1 - PLANNING REPAIRS AND MAINTENANCE PROJECTS UNDER \$20,000

---

### NOTES

**Block #1:** Identify an R&M project; determine if involves a worship space; if so, contact the Office of Worship (Blocks 2 and 2A).

**Block #3:** Develop a detailed Scope of Work with clear specifications

**Block #4:** Bid the project to three (3) General Contractors or Licensed Professional

**Block #5 and #6:** Select a General Contractor or Licensed Professional; execute the Standard Under \$20,000 Service Agreement.