



## Desktop Aid

### FAMIS Claim Types

The FAMIS System can have electronic claims lodged for reimbursable Unplanned Services by FM's in four claim types: Y, S, Q & U. Unplanned (job types breakdown and unplanned minor works, unplanned replacement refurbishment) work requests can only have one claim (claim 100%) allowed for the total cost of the work. Unplanned work requests are costed by trade and the claim details for the job include the time and cost of each trade used plus their materials equipment and consumable costs. Where more than one trade is involved, there will be multiple notification details in the claim (sequences) in FAMIS.

There are four values available in FAMIS to identify how the claim was submitted. These values are used in the validation of the costs claimed by the FM.

Claim Type	Description	Notes
Y	Indicates that the FM is claiming for the costs of labour at or <i>below</i> the agreed scheduled rate for a defined trade type. The value of the labour costs will be validated against the agreed scheduled rate for the trade type. The claim will be <u>rejected</u> if the labour costs exceed the calculated cost of hours times scheduled rate. This claim type provides the total breakdown of cost, labour materials etc.	FM's must procure the works at less than or equal to the ceiling rate. If procured under the ceiling rate, FM's can only claim what has been paid to the Contractor and cannot add any margin to it.
S (specialist)	Indicates that the FM is claiming for the costs of labour above the agreed scheduled rate for a defined trade type (or special trade type) due to the special nature of the trade or due to a special request by the Agency. The S claims are not subjected to the FAMIS system validation process for scheduled tendered labour rates. The S claims are for specialist rates for services not able to be provided by Contractors using the agreed schedule of tendered labour rates, because the works require the use of specialist sub-contractors. Although this claim is not validated, this claim type provides the total breakdown of cost, labour materials etc.	The claim will be highlighted as a warning to the Agency for the use of special rates.

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<p><b>Q</b> <b>(quoted)</b></p>	<p>Indicates that the FM is claiming for the total job costs without stating the number of hours due to providing a quoted value for this service. The claim will be highlighted as a warning to the Agency for the use of quoted values instead of scheduled rates. Q claims can only be submitted for work undertaken that has been quoted. The FM is required to have quotations on file for all work undertaken and submitted as a Q claim in FAMIS. The Q claims are not subjected to the FAMIS system validation process as the job is quoted and the Contractor is claiming for a set amount independent of the time spent off the job. All quotations are to be recorded and properly documented.</p> <p>Q - Claims must have a properly recorded quotation, to satisfy audit requirements.</p> <p>The quoted price is inclusive of all charges, including priority call out fees for the Q claim line.</p>	<p>These claims are for total amounts, no breakdown in the costs will be provided. The cost will be displayed in the agreed quoted field</p>
<p><b>U</b> <b>(unit)</b></p>	<p>Indicates that the FM is claiming for the total job costs without stating the number of hours due to providing a unit value for this service. The claim will be highlighted as a <b>warning</b> to the Agency for the use of <u>unit</u> values instead of scheduled rates. <b>(Note:</b> Unit Rates are defined as the full cost to carry out preventative maintenance on a discrete body of works at the technical data sheet level, including material and labour costs, consumable and equipment).</p>	<p>These claims are for total amounts, no breakdown in the costs will be provided. The cost will be displayed in the agreed quoted field</p>

### Unplanned Claim Types

The following jobs types must be charged as a Cost Plus style claim. (**Note:** Y, Q, S & U can be submitted for these or combinations of). There may be a single trade or multiple trades required to complete the work request. Each trade must be entered separately in order to validate the rates charged by the FM if claimed as a Y claim.

- Breakdown Maintenance
- Unplanned Minor Works
- Unplanned replacement refurbishment
- Unplanned Property Service (not part of a schedule)

### Planned Claim Types

The following jobs must be charged as a Cost Limited style claim. (**Note:** All Planned jobs are submitted as a Q (Quote) claim type. Data for Planned jobs is not available in FAMIS).

- Planned Minor Works (Q claims)
- Planned Replacement Refurbishment (Q claims)
- Scheduled Property Service with an agreed annual budget (Q) claims
- Preventative Maintenance (Y, Q, S & U) claims