

**UNL / TETRAD PROPERTY MANAGEMENT PLANNING AND CONSTRUCTION
REQUEST FOR CONSTRUCTION, DESIGN, AND ESTIMATING SERVICES**

Step 1 - Who is requesting this work?

Name: _____ Date Requested: _____
Room #: _____ Phone: _____
Email: _____
Name of Contact if different from above: _____

Step 2 - Describe the work you are requesting in detail?

Building Name: _____
Room Number(s): _____
Description of Work: _____

Step 3 - What are you trying to accomplish?

Step 4 - How much do you anticipate spending for this project?

- Less than \$10,000 \$10,000 to \$50,000 \$50,000 to \$100,000 \$100,000 to \$200,000
 \$200,000 to \$500,000 Over \$500,000 NO COST ANTICIPATED
 Charge Cost Object Number: _____

Step 5 - If funded, who has the authority to approve payment for this work?

Business Center: _____

Has this individual approved this request for an estimate?

- YES NO

Step 6 - Are you changing the use of an existing space (e.g., from a conference room to an office?)

- YES NO

Are you adding any new space?

- YES NO

Step 7 - What are your time parameters?

An estimate is requested by this date: _____

The work needs to be substantially completed by this date: _____

What is the rationale for the requested completion date? _____

Tetrad Official Office Use Only

Work Order Number Assigned _____

Completed by: _____ End Date: _____