

**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: \_\_\_\_\_  
Does Contact need to be present to oversee or provide access?  YES  NO

**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 approval: \_\_\_\_\_

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: \_\_\_\_\_