

**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: _____

NIC BUSINESS CENTER OFFICIAL USE ONLY

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

Approved Cost Object _____
Business Manager Signature _____

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? _____

Notification to this person **BEFORE** accessing area YES NO

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Work Order Number Assigned _____
Completed by: _____ End Date: _____