



To ensure prudent stewardship of resources, Construction Services functions as the University's representative, striving to balance and meet the needs of project requesters and the University as a whole. As such, Project Managers and in-house Architects work as liaisons/sole points of contact between project requesters and contractors throughout the project to achieve this end. As the requester, Construction Services asks you to partner with them in considering the following items during your project: financial resource availability (i.e. can the budget handle this addition?), scheduling & timing (i.e. is the desired timeframe feasible?), sustainability (i.e. could items be reduced, reused, recycled?).

**Step I: Request for Estimate** (All items below must be completed upon submission – attach add'l sheets as needed)

Requesting Dept. \_\_\_\_\_ Date \_\_\_\_\_

Dept. Contact \_\_\_\_\_ E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

**Project Description/Requirements:** (please include project goal and scope of work)

**Project Location:**

Building Name \_\_\_\_\_

Floor \_\_\_\_\_ Room Number(s) \_\_\_\_\_

Is your department currently utilizing this space?

Yes or No

If utilizing the space, what is the current use?

If NO, what is the proposed use?

Is your department the sole occupant of the space?

Yes or No

If NO, please specify other departments utilizing the space.

**Project Justification:** (why is the project necessary/essential?)

**Anticipated Funding Source/Account Name:** \_\_\_\_\_

**Desired Start Date:** \_\_\_\_\_ **Desired Completion Date:** \_\_\_\_\_

**Authorizing Signatures:**

Chairman/Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_