

# K-State Facilities - (Project) Estimate Request Form

Requestor to complete Section I. and return to Facilities Service Desk. Email: [faccustomerservice@ksu.edu](mailto:faccustomerservice@ksu.edu)

For information/clarifications refer to PPM 7810.050/7830.

Estimate Work Order #:  
(Assign by Service Desk)

**This section to be completed by Requestor:**

## I. Contact Information

Primary Contact:  
Name/Phone/Email

Dept:

VP / Dean Approval:  
Name/ Signature

Date:

## Project Information - Type and Size of Project

Anticipated Total Project Cost:

Less than \$1,000,000

More than \$1,000,000

Small maintenance/ repair  
cosmetic work-ie paint, carpet,  
move outlet

Small/Medium Remodeling-  
reconfiguring of existing space- ie  
walls, doors, cabinets

New Building

Building Addition

Exterior site work-  
landscape / Plaza / Play  
Field / Pens

Building Name/  
Location

Floor/room # of  
project scope

Desired Project Scope (Attach separate sheet if needed)

Timeline

Do you have a target Budget?

**This section completed by Facilities & Campus Planning:**

## II. Facilities Estimate - Opinion of Cost & Scope

Total Project Cost:

Estimated Project

Delivery Time:

Campus Planning PM (name/email):

Project Manger Notes - Opinion of Cost & Scope  
Clarifications:

Code and Environmental Notes:

Environmental Hazards Survey Required / Conducted

Abatement May Be Required

Initial IBC & Fire Code Assessment

Yes  No Potential Code Footprint update required

Yes  No Design Services Required

**This section to be completed by Requestor:**

## III. Estimate Acceptance - Request to Proceed with Project (Program/Design)

Budget Code for Project:

Vice President/Dean:

Date:



**Submit to Director CPPM for completion prior to forwarding estimate to requestor:**

Approved Director CPPM

Approved AVP Main / Operations

Approved AVP Facilities/Univ Arch

Present to CPDAC

Consistent with Campus Master Plan

Add to 5 Yr CIP List

Submit to BOR Architect

Project requires DofA Design/Construction

Project may utilize on-call AE

Project may utilize on-call contractor or Facilities