

K-State Facilities - (Project) Estimate Request Form

Requestor to complete Section I. and return to Facilities Service Desk. Email: faccustomerservice@ksu.edu

For information/clarifications refer to PPM 7810.050/7830.

This section to be completed by Requestor:

Estimate Work Order #:
(Assigned by Service Desk)

I. Contact Information

Name of Requestor: Date:
Department:
Campus Phone #: Email:

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:

Completed by (name/email):

Code and Environmental Notes:

Environmental Hazards Survey Required
 Yes No Abatement May Be Required

Initial IBC & Fire Code Assessment
 Yes No Potential Code Footprint update required

Yes No Design Services Required

Project Manger Notes - Opinion of Cost & Scope Clarifications:

This section to be completed by Requestor:

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

Dept Head or Dean ^(Print) Date:
Signature: ^(Sign) Fund Source:

Submit to Director CPPM for completion:

<input type="checkbox"/> Approved Director CPPM	<input type="checkbox"/> Present to CPDAC	<input type="checkbox"/> Project requires DofA Design/Construction
<input type="checkbox"/> Approved AVP Main / Operations	<input type="checkbox"/> Consistent with Campus Master Plan	<input type="checkbox"/> Project may utilize on-call AE
<input type="checkbox"/> Approved AVP Facilities/Univ Arch	<input type="checkbox"/> Add to 5 Yr CIP List	<input type="checkbox"/> Project may utilize on-call contractor or Facilities
	<input type="checkbox"/> Submit to BOR Architect	