



A green light to greatness.

OFFICE OF FACILITIES PLANNING, DESIGN & CONSTRUCTION

<http://facilities.unt.edu/depts/fpd>

PROJECT INITIATION WORKSHEET

Rev. 03.30.17

**Purpose of Form:** To initiate design, formal estimating, and implementation services for project requests. "Projects" involve multiple trades and have a cost that exceeds \$5,000. Once a PIW is received and a design is finalized, a formal estimate will be prepared which will be a Guaranteed Price.

**When to use:** When a department has a need for a project to be implemented within a definite time frame and a funding source has been identified. Examples include: departmental relocations, cubicle re-configuration, cosmetic upgrades, furniture procurement, landscape, exterior improvements and complete space remodels.

CONTACT INFORMATION

**Authored Date:** Requesting Department:

**Project Contact Info:** (Identify one person with whom Facilities can work with on this project)  
Name: Phone: E-mail:

PROJECT DETAILS

**Building:** **General Information: (check all that apply):** **Desired Start Date:**  
Renovation/Remodel Furnishings, Finishes &/or Equip  
**Room Number(s): (use commas)** New Construction Box Move  
If not within a building, describe location below: Parking lot Space: Planning, Analysis, Study **Desired Completion Date:**  
Building MEP Systems (mechanical, electrical, plumbing, voice/data & A/C)  
**Scope of work (be as descriptive as possible):** Landscape/Exterior Laboratory/Science Facility

FUNDING SOURCE & PROJECT APPROVALS

**Chart of Accounts Number:** **Account Holder Name:** **Account Holder Signature:**

**Unidentified Funding Justification:** **ESTIMATE INFORMATION**  
Application for grant Other (explain): **PRE #**  
Seeking donor funding

**Dean/Director Approval**  
**Name:** **Signature:**

\*\*\*OFFICE OF SPACE MANAGEMENT & PLANNING USE ONLY\*\*\*

**Space Request Form Required?** YES NO **Authorized to Proceed** **Do Not Initiate** **Space Request Form #**

**Comments:**

**OSMP Approval**  
**Name:** **Signature:**

\*\*\*OFFICIAL USE ONLY\*\*\*

**Date Received:** **TMA Project #**

Please return form electronically to: PIW@unt.edu