

## BUILDING MANAGEMENT DIVISION (BMD) WORK REQUEST HERBERT C. HOOVER BUILDING

**CONTROL NO:** \_\_\_\_\_ **RECEIPT DATE:** \_\_\_\_\_

**SECTION I: REQUEST FOR SERVICES (To be completed by Ordering Agency)**

1. Requesting Office/Bureau: \_\_\_\_\_

2. Agency Contact: \_\_\_\_\_  
(Name) (Room) (Phone)

3. Work Location: \_\_\_\_\_  
(Room)

4. Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Charge To: \_\_\_\_\_  
(Agency Accounting Data)

6. Ordering Agency Official: \_\_\_\_\_  
(Signature) (Request Date)

**SECTION II: ESTIMATE (To be completed by Building Management Division)**

Shop	7. Estimated Costs	8. Total Cost
<input type="checkbox"/> Construction:	\$	\$
<input type="checkbox"/> Carpet: <input type="checkbox"/> New <input type="checkbox"/> Repair	\$	
<input type="checkbox"/> Drapes: <input type="checkbox"/> Clean <input type="checkbox"/> Replace	\$	
<input type="checkbox"/> Furniture:	\$	
<input type="checkbox"/> Signage:	\$	\$
<input type="checkbox"/> Other:	\$	\$
<input type="checkbox"/> Operations and Maintenance:	\$	\$
Carp.   Elec.   HVAC   Paint   Plumb.	\$	\$
Project Coordinator: _____ <small>(Name)</small>	<b>Total:</b>	\$

9. Estimator: \_\_\_\_\_  
(Signature) (Date Estimated)

**SECTION III: WORK PERFORMANCE AUTHORIZATION/FUNDS AVAILABLE (To be completed by Ordering Agency)**

10. Ordering Agency Official: \_\_\_\_\_  
(Signature) (Authorization Date)

**SECTION IV: COMPLETION CERTIFICATION (To be completed by Building Management Division)**

11. Authorized OFPP Official: \_\_\_\_\_  
(Signature) (Date Estimated)

12. Pay To: \_\_\_\_\_  
(Receiving Account) (Billing Date)

**INSTRUCTIONS FOR THE ORDERING AGENCY:** Complete SECTION I of work request and forward to the Building Management Division (BMD), Room H1317. BMD will issue a control number and provide an estimate in SECTION II. The work request will be returned to the Agency Contact for completion of SECTION III. Services will not be provided until SECTION III is signed and returned to BMD.

**SECTION I: REQUEST FOR SERVICES**

1. Enter the office and bureau requesting work.
2. Enter name, room number and telephone number of person designated as the representative concerning the requested work.
3. Enter the exact location where requested work is to be performed.
4. Enter a full but concise statement as to the requested work. Attach details or plans where necessary.
5. Ordering agency's own accounting data.
6. Signature of ordering agency official authorizing work request and date of authorization.

**SECTION II: ESTIMATE**

7. Enter the total dollar amount, combining labor and materials, estimated to provide service request.

8. Enter the actual total cost of labor and materials required to provide service requested upon completion.
9. Signature of BMD Official preparing estimate and date estimated.

**SECTION III: WORK PERFORMANCE AUTHORIZATION/FUNDS AVAILABLE**

10. Signature of Agency Official authorized to obligate funds and authorize performance of work.

**SECTION IV: COMPLETION CERTIFICATION**

11. Signature of BMD Official certifying physical completion and date of completion.
12. Appropriation number of Organization providing services and date agency will be billed for completed work.