

UNIVERSITY OF NORTH TEXAS™

OFFICE OF FACILITIES MANAGEMENT & CONSTRUCTION

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

PRELIMINARY REQUEST [for] ESTIMATE

Rev. 10/2011

Purpose of Form: To request a general price point for the scope of work described to better identify funding issues.

This form does NOT replace the Project Initiation Worksheet (PIW), but rather comes before it to provide departments with generic pricing information for preliminary budgeting purposes before requesting a project to be implemented (through the completion of the PIW form).

When to use: When a department has an idea for a project to develop, but the associated costs need to be understood before further resources can be dedicated to implementing the project idea.

The estimate prepared for you by UNT Facilities as a result of this form is NOT based on formal pricing from contractors. It is to be used for preliminary budgeting purposes only. Once a PIW is received, a formal estimate will be prepared which will be a Guaranteed Price.

CONTACT INFORMATION

Authored Date:

Requesting Department:

Project Contact Info: (Identify one person with whom Facilities can work with on this request)

Name:

Phone:

E-mail:

PROJECT DETAILS

Building:

Room Number(s): (use commas)

If not within a building, describe location below:

General Information: (check all that apply)

Structural Remodel
(move walls, doors, etc.)

Furnishings

Box Move

Building System
Remodel (power,
voice/data, A/C, etc.)

Space Efficiency
Study (room layout,
storage needs, etc.)

Finishes (e.g carpet/paint)

System Furniture

Equipment

**Desired Estimate
Completion Date:**

Scope of work requested (be as descriptive as possible):

APPROVAL SECTION

Department Head/Manager Approval

Name:

Date:

Signature:

Dean/Director Approval

Name:

Date:

Signature:

Return completed form using one of three methods:

Electronically:

Scan completed form and send to:

piw@unt.edu

Facsimile:

(940) 369-7447

Inter-departmental Mail:

Facilities - Main Office

Send questions to piw@unt.edu. Visit our web site for detailed information about projects: <http://facilities.unt.edu/depts/fmc>