

FACILITIES SERVICE REQUEST

INTER-ACCOUNT BILL

Please read instructions

Department: _____ Date: _____
Contact Name: _____ Phone: _____
Account Number: _____ Administrator: _____

Name of Project or Event: _____
Building(s): _____ Room(s) _____
Request Start Date: _____ End Date: _____

Please check all that apply:

- ☐ **Estimate** ☐ **No estimate** ☐ **PDC Renovation or Special Project**
☐ **Special/Athletic Event Attendance** ☐ **HVAC:** new equipment, repair, etc.
☐ **Electrical:** lights, switches, receptacles... ☐ **Plumbing:** sinks, faucets, drains...
☐ **Gas:** lab equipment, ovens, heaters... ☐ **Painting:** change of color, new construction...
☐ **Fire/smoke detection:** new, remove, will work involve dust, welding/soldering, cutting...
☐ **Carpentry:** cabinets, trim, tile, concrete, doors, hardware, locks... ☐ **Flooring**
☐ **Hazardous materials:** lead, asbestos, mold, other...
☐ **I have already spoken to someone in DFM or PDC? Please list name of contact and date:** _____
☐ **Other:** explain below

If additional description is required, attach a separate sheet- DO NOT USE ADDITIONAL FORM

Acceptance of Estimate and Authorization to Proceed: I hereby authorize DFM/PDC to proceed with the work described above and on any attached pages. I understand that the above account number will be charged for all labor, materials and other costs associated with the requested work upon completion of work or delivery of services in accordance with established University procedures. Accual project costs may vary from the estimate due to conditions outside the control of DFM/PDC.

Department Head or Authorized Agent

Position

E-Mail Address

Date

DFM/PDC Administrator or Authorized Agent

BUSINESS OFFICE USE ONLY

Fiscal Year: _____

SR-

FACILITIES MGMT USE ONLY

ESTIMATE SECTION

Estimate _____ Date: _____

Estimator: _____

Contract/Other: _____

**Estimates are only valid for thirty days*

TOTAL

ESTIMATE: \$

DO NOT WRITE IN THIS SPACE

☐ Detailed Cost Summary Attached

TOTAL

CHARGES: \$

I hereby certify that the materials and/or services listed above were furnished to the department as specified and that the prices charged are proper.

Instructions to Service Requests

Use this form to request any non-maintenance services, labor, or materials, including special events, athletic events, construction or renovation projects, or other services. **All requests require an account number.**

SPECIAL EVENTS:

1. Complete all information, including estimated attendance and starting/ending dates.
2. Furnish a university account number and sign the authorization to proceed. All special event requests requiring table and chairs must be coordinated through the University Events Office. Provide original signed copy to Facilities Management office.
3. Because of fluctuations in the requested scope of work, labor and materials costs, and unforeseen contingencies, which may arise after an event is underway, Facilities Management, will not furnish estimates for special events. Regular time for delivery and setup of tables, chairs, staging, etc. will be furnished at no charge as the availability of personnel resources permits. All other labor, materials, and other incidental costs will be rendered at actual cost.

RENOVATIONS or PROJECTS

1. **SMALL PROJECTS WITH NO ESTIMATE REQUESTED:** If you do not require an estimate for a project under \$500, complete the form and provide a complete description of all work requested. Sign the "Authorization to Proceed" and return original copy to Facilities Management. Work may proceed with no prior estimate and all labor, materials, and other costs will be rendered at actual cost. All charges will be automatically interaccounted upon completion of work. Facilities Management reserves the right to process an estimate and encumber funds on any project request.
2. **ESTIMATES:** If the project is over \$500, or if you are requesting an estimate for a project under \$500, please adhere to the following procedure:
 - a. Check the "Estimate Requested" box on the form.
 - b. Return form to Facilities Management along with drawings, sketches, or specifications for the project.
 - c. Facilities Management will prepare an estimate for the project. You will be notified with the estimate and we will not proceed until we get an approval from the requesting department. Facilities Management reserves the right to make changes in the proposed scope of work in order to meet code requirements or properly execute all aspects of the project.
 - d. If you are in agreement with the estimated amount and/or revised scope, we will send the Service requests to Accounts and Fiscal Services for encumbrance.
 - e. Once funds have been encumbered, Facilities Management will order materials and schedule the work. All labor, materials, and other costs will be rendered at actual cost and automatically interaccounted upon completion of work. Large projects may require intermediate billing as work progresses.
 - f. Estimated cost is based on a thorough evaluation of the project scope, i.e. on-site analysis, planning, design, and labor and material estimates. Because of fluctuations in material costs, labor costs, contract/bidding costs, and unforeseen contingencies in construction, the actual cost may differ from the estimate. All billings will be rendered at exact cost unless a firm price has been agreed upon and noted on the estimate in advance. Estimates are valid for Thirty days after date of issue.

OTHER REQUESTS FOR SERVICES OR MATERIALS

1. Other services include lock/core changes, repair of departmental equipment or furnishings, vehicles repairs, etc.
2. Forward completed and signed form to Facilities Management, keeping a copy.
3. All services and/or materials will be rendered at actual cost upon delivery of service.
4. **DO NOT** use this form to request keys or regular building maintenance.