

REQUEST FOR CONSTRUCTION, DESIGN, AND ESTIMATING SERVICES**Step 1 - Who is requesting this work?**

Name: _____ Date Requested: _____
Room #: _____ Phone: _____
Email: _____
Name of Contact if different from above: _____
Does Contact need to be present to oversee or provide access? YES NO

Step 2 - Describe the work you are requesting in detail?

Building Name: _____
Room Number(s): _____
Description of Work: _____

Step 3 - What are you trying to accomplish?

Step 4 - How much do you anticipate spending for this project?

- ☐ Less than \$10,000 ☐ \$10,000 to \$50,000 ☐ \$50,000 to \$100,000 ☐ \$100,000 to \$200,000
☐ \$200,000 to \$500,000 ☐ Over \$500,000 ☐ NO COST ANTICIPATED
☐ Charge Cost Object Number: _____

NIC BUSINESS CENTER OFFICIAL USE ONLY**Step 5 - If funded, who has the authority to approve payment for this work?**

Approved Cost Object _____
Business Manager Signature _____

Step 6 - Are you changing the use of an existing space (e.g., from a conference room to an office?)

☐ YES ☐ NO

Are you adding any new space?

☐ YES ☐ NO

Step 7 - What are your time parameters?

An estimate is requested by this date: _____

The work needs to be substantially ***completed*** by this date: _____

What is the rationale for the requested completion date? _____

Notification to this person ***BEFORE*** accessing area YES NO

Nebraska Nova Official Office

Use Only Work Order Number _____

Assigned Completed by: _____ End Date: _____