

ESTIMATE REQUEST FORM INSTRUCTIONS

You should use this form to request a Cost Estimate for Facilities Services to perform a project involving construction.

Routine maintenance requests or projects for which you do not need a Cost Estimate do not require this form. Those activities can be requested directly in Archibus by choosing Request Service (Work Request) from the Work Management menu.

Section I. Description Of Work Needed:

1. Indicate the Building or Location where the work will be located.
2. Describe the work requested in detail. Feel free to attach supporting documents such as drawings, written details, or other information that helps us understand the work needed.
3. List a contact person for the project (name, email address, and phone number).

Section II. This section is for use by Facilities Services. Facilities Services will fill in the estimated cost for your project in this section of the form once the estimate is complete and will return a copy to you.

Section III. Approvals: After you have received a cost estimate for your project, you should fill in this section of the form if you wish to proceed with the work.

1. Indicate which cost center is to be charged.
2. Obtain the signature of the responsible IRIS approver for that cost center (note that Facilities Services cannot proceed without this signature).
3. Return the form to UTFSProj@listserv.utk.edu

Section IV. This section is for use by Facilities Services.