



A green light to greatness.

OFFICE OF FACILITIES PLANNING, DESIGN & CONSTRUCTION

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

PROJECT INITIATION WORKSHEET

Rev. 02.14.17

Purpose of Form: To initiate design, formal estimating, and implementation services for project requests. "Projects" involve multiple trades and have a cost that exceeds \$5,000. Once a PIW is received and a design is finalized, a formal estimate will be prepared which will be a Guaranteed Price.

When to use: When a department has a need for a project to be implemented within a definite time frame and a funding source has been identified. Examples include: departmental relocations, cubicle re-configuration, cosmetic upgrades, furniture procurement, landscape, exterior improvements and complete space remodels.

CONTACT INFORMATION

Authored Date: **Requesting Department:**

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

Name: **Phone:** **E-mail:**

PROJECT DETAILS

Building:	General Information: (check all that apply):	Desired Start Date:
Room Number(s): (use commas)	Renovation/Remodel	Furnishings, Finishes &/or Equip
If not within a building, describe location below:	New Construction	Box Move
	Parking lot	Space: Planning, Analysis, Study
	Building MEP Systems (mechanical, electrical, plumbing, voice/data & A/C)	Desired Completion Date:
Scope of work (be as descriptive as possible):	Landscape/Exterior	Laboratory/Science Facility

FUNDING SOURCE & PROJECT APPROVALS

Chart of Accounts Number: **Account Holder Name:** **Account Holder Signature:**

Unidentified Funding Justification:

Application for grant
Other (explain):
Seeking donor funding

ESTIMATE INFORMATION

PRE #

Dean/Director Approval

Name: **Signature:**

OFFICE OF SPACE MANAGEMENT & PLANNING USE ONLY

Space Request Form Required? YES NO **Authorized to Proceed** **Do Not Initiate** **Space Request Form #**

Comments:

OSMP Approval

Name: **Signature:**

OFFICIAL USE ONLY

Date Received: **TMA Project #**

Please return form electronically to: PIW@unt.edu