



GEORGE FOX UNIVERSITY

PS- _____
Work Order Number

PROJECT ROUGH ESTIMATE
(This is not a bid)

Requestor: _____ Phone # _____ Box # _____

Description and Location Request: _____

Provide Rationale (Attach if additional rationale is necessary)

Department Head Signature

Building Monitor Signature

Accept: This does not obligate Plant Services to undertake this project. Plant Services is first and foremost a maintenance organization. A project will be scheduled in deference to critical maintenance needs and may have to be outsourced depending upon previously scheduled projects. The schedule for your project must be flexible to accommodate these needs. **ALL** out-sourced projects must be managed by Plant Services to provide for standardization and quality control. Upon receipt of this signed form by Plant Services the Project Manager will contact you to determine scheduling.

VP/Provost Signature

Cost Center/Account# to charge for costs # _____

Rough estimate for construction by Plant Services (Labor charges may apply)

<u>Building Repair</u>	<u>Building System</u>	<u>Custodial</u>	<u>Grounds</u>	<u>Other</u>
\$ _____ Labor	\$ _____ Labor	\$ _____ Labor	\$ _____ Labor	\$ _____ Labor
\$ _____ Material	\$ _____ Material	\$ _____ Material	\$ _____ Material	\$ _____ Material
\$ _____ Total	\$ _____ Total	\$ _____ Total	\$ _____ Total	\$ _____ Total

Plant Services Project Manager _____

CFO Signature _____

Plant Services Director Signature _____

_____ Reject – Please remove from the records