

Date Received in PPM
Facilities Services Use Only

WORK REQUEST FORM
The University of Texas at Austin
Facilities Services
J.J. Pickle Research Campus
Mail Code: R8200
Fax: 475-8167

SR#

WO/CP Number Assigned
Facilities Services Use Only

Part I - REQUEST (COMPLETED BY REQUESTOR)

To:	PRC-FS, Project Planning and Management, R8200			Dept. Request No.:					
From: Name:				Account No.:			Object Code:		
Title:				Location of Work:					
Phone:				Building Abbrev.:		Bldg #		Room #	
Dept.:	College:			Other:					
Request for:	Estimate:		Change Order:		Special Requirements:				
(Mark one)	Performance:		Other:		Equipment Number:				
Description of Work:									
Name of Contact:			Phone #:	Fax #:	Email:				
Requestor's Signature						Date :			
Attachments:		(must have signature authority)		Phone #:	Campus Address:				

PART II - ESTIMATE (COMPLETED BY FACILITIES SERVICES)

ESTIMATOR:				Comments:					
Labor:	\$				list # of hours for each crew separately for entry in FAMIS:				
Material:	\$	Contract:	\$	Crew #	# hrs	Crew #	# hrs	Crew #	# hrs
Sub-total:	\$	# hours:			Enclosures:				
Contingency:	\$	(20% of total cost)			Signature:				
Total:	\$				Date:				

PART III - ESTIMATE AUTHORIZATION (TO BE COMPLETED BY REQUESTOR)

To: Facilities Services Project Planning and Management – Estimate Approval / Authorization for Work to Proceed	
Requestor's/Dean's Signature:	Date:
Comments:	

WORK ORDER						
TYPE:	BLKT_PWO	CRIB	EVENT	MAINT		
OVERHD_SWO	PREV_MAINT	SERVICES	TROUBLE			
STATUS:	AC	ASSIGNED	CONTRACT	HOLD		
MSTR_SCHE D	OPEN	PEND_MATLS	WKLY_SCHED			
PRIORITY:	1	2	3	4	5	
METHOD:	CMR	CONTRACT	CONV BID	CSP	DSGN-BUILD	
FFE	IDIQ	IN HOUSE	JOC	ON_CALL	OOL	PSP
CREWS:	032	051	052	053	054	055
	057	059	062	063	064	065
	068	071	072	073	Other:	
CATEGORIES:	REWORK	EQ_REPAIR	EQ_REPLACE	ADA		
ABATEMENT	FIRE	LIFE	N/A	TBD		

CAPITAL PROJECT						
TYPE:	FS_PMCS_NEW	FS_PMCS_Ren o	FS_PMCS_RR			
STATUS:	SCHM_DES	SD_EST_SENT				
DESIGN_DEV	CONST_DOCS	BID				
MSTR_SCHED	CONST	SUBST_COMP				
ACCOUNTING	ACCTG_PM	CLOSED				
PROJ MGR:	MSE	DWH	SMC	SMN	RER	GWM
CC:	DWH	SMC	GWM	SMN	Other:	
COMMENTS:						