

## Capital Project Estimates

LRFP and Service Contracts project managers will use the online Facilities Management Customer Portal to submit requests for estimates from each shop that may provide capital project support.

Open the **Customer Work Request** form:

1. Enter your **Contact Information**.
2. Enter **Location Information**.
3. Enter **Request Information**.
  - a. Select a **Problem Code**. Type the keyword *“ESTIMATE”* to quickly navigate the drop-down menu. *NOTE: Problem codes that begin with “Internal” cannot be viewed by the public/customers.*



- IN-HOUSE CONSTRUCTION ESTIMATE
- LANDSCAPE ESTIMATE
- UTILITIES ESTIMATE
- MECHANICAL / ENGINEERING / PLUMBING ESTIMATE
- STRUCTURAL TRADES ESTIMATE
- FACILITIES SUPPORT SERVICES ESTIMATE
- ASBESTOS ABATEMENT ESTIMATE
- EHS ESTIMATE
- INFORMATION TECHNOLOGY ESTIMATE

- b. Enter **Desired Date**.
  - c. If you know the project funding source (Account), enter **Alternate funding** information.
4. Enter a **Request Description**.
5. Review and click: **Submit Request**

### Customer Work Request

Please fill out the following form to submit a work request to the Facilities Management Work Control. For Emergencies, please call (405) 744-7154.

<p style="text-align: center; color: orange; margin: 0;"><b>Contact Information</b></p> <p>Contact Name * <input type="text" value="YOUR NAME"/></p> <p>Contact Phone <input type="text" value="405-456-7890"/></p> <p>Contact Email * <input type="text" value="admin@ckisconsultants.com"/></p> <p>Select Division * <input type="text" value="AA - GENERAL UNIVERSITY"/></p> <p>Select Department * <input type="text" value="C4001 - DEAN OF EDUCATIO"/></p>	<p style="text-align: center; color: orange; margin: 0;"><b>Location Information</b></p> <p>Select Region * <input type="text" value="OSU-STILLWATER"/></p> <p>Select Area * <input type="text" value="CENTRAL CAMPUS"/></p> <p>Select Building * <input type="text" value="OLD CENTRAL"/></p> <p>Select Floor <input type="text" value="First Floor"/></p> <p>Select Room <input type="text" value="101A STAFF OFFICE"/></p>
<p style="text-align: center; color: orange; margin: 0;"><b>Request Information</b></p> <p>Select Problem <input type="text" value="INTERNAL: PM REQUEST - IN-HC"/></p> <p>Desired Date <input type="text" value="2015-11-30"/></p> <p>Do you have alternate funding? <input type="text" value="No"/></p> <p>Alternate Funding <small>Select this option if you are requesting a billable service and it will be funded with a different account than Facilities Management has on file for your department.</small></p>	<p style="text-align: center; color: orange; margin: 0;"><b>Request Description</b></p> <p>Remodel. Paint &amp; new carpet.</p>