

# Property & Facilities Management - Project Form

Project ID #:

Project Manager:

Start Date:

End Date:

Client:

Location/Building/Code:

Project Description

Project Justification:

Impact on Long-Term Budget - Operating/Maintenance/Energy:

Project Priority:

Project Priority Rationale

Asset Integrity

Life Safety

Mandate/Code/Statutory

End of Life Cycle

Energy Efficiency

Accessibility - ADA

Capacity/Design

Operations

Function

Environmental

Other

Estimated Return on Investment:

New/Extending Asset Life Cycle:

Will this project reduce energy consumption?

- Yes
- No

Is this project eligible for a rebate?

- Yes
- No

Rebate Details:

Estimate Total Project Cost:

Estimate Total Design Fees:

Estimate Total Hard Construction Cost:

Estimate Total FF&E Cost:

Is project budget form complete?

- Yes
- No
- N/A

Project Funding Source(s):

- CIP
- Parks
- Operating
- Parking
- Energy
- Grant
- Department
- Other

Project Funding Detail (Narrative & Codes):

Department/Division Manager responsible for funding:

Has appropriate manager approved project with confirmation e-mail (saved)?

- Yes
- No
- N/A

Project Purchasing - Check all that apply:

- Professional Service Agreement under \$25k
- Professional Service Agreement over \$25k
- RFP
- 2-3 Bids/Quotes
- Formal Bids
- PAF
- Other

In-House Labor - Check all that apply:

- Trades - RT
- Trades - OT
- Maintenance - RT
- Maintenance - OT
- None

Estimate RT In-House Hours:

Estimate OT In-House Hours:

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Date Project Completed:

Actual Total Project Cost:

Actual Project Cost Detail:

Actual In-House Labor Detail:

Notes: