

## Project Initiation Request Form (PIF)

Today's date:

Requestor:

Reserve:

- Project Title
- Who is your preferred FM Project Manager and why this person should be assigned to this project?
- Provide a detailed project description
- What is the proposed vendor's contact information
- Provide a a copy of the vendor's proposal
- What is the budget for the project?
- What is the maximum amount allowable for this project (allow for FM fee and contingency)?
- What is the Cost Center(s)
- What is the preferred project start date
- What is the preferred project end date
- Are there any construction constraints (seasonal conditions, weather, gate codes, work hours, etc.)
- Will the reserve be providing any of the equipment for the project?
- Additional comments related to project that should not be submitted to FM with PIF