

## **Unit Order: 2016-02 REQUESTS FOR ESTIMATES AND SCHEDULES**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to clarify direction on requests for estimates and schedules.

### **SCOPE OF ORDER:**

This unit order applies to all Facilities Services Bureau (FSB) employees to ensure the needs of the department are met in a timely manner.

### **ORDER:**

The established policies and this directive pertains to timely responses to requests for estimates and schedules. FSB has established a five (5) business day turnaround period for all requests.

It is directed that all requests be made to the FSB Director. He/she shall review all requests and determine if all necessary documentation is attached. Once it is reviewed and approved it will be discussed and provided to the Manager II of the appropriate work group. The FSB Director will sign and date the request starting the time to be submitted to the requestor.

### **MANAGER II RESPONSIBILITY:**

- Review fully and obtain any pertinent information that may be left out that he/she feels is necessary to proceed.
- Fully discuss the project with the Manager I and what is being requested.
- Set a deadline for the request to be completed and returned for review keeping in mind the five (5) business day turnaround that was established at the beginning of the request.
- If additional time is required for the information to be provided by the requestor, discuss the extension with the contact person and communicate this to the FSB Director.

### **MANAGER I RESPONSIBILITY:**

- Review all information supplied and determine who will be handling the request.
- If an estimate is being requested, it needs to be supplied on the approved FSB estimate form.
- If it is determined that a craft supervisor or craft planner will be handling the request, the following must be ensured:
  - Set a deadline keeping in mind the deadline set on the request.
  - Discuss all pertinent information with the assigned individual.
  - Perform follow up during the set timeframe.
- Ensure deadlines are met at all levels. If an extension is requested, discuss with the Manager II.

### **CRAFT SUPERVISOR OR CRAFT PLANNER RESPONSIBILITY:**

- Review all provided documents.

Facilities Services Bureau- Unit Orders : Unit Order: 2016-02 REQUESTS FOR ESTIMATES AND SCHEDULES

---

- If any information is required, discuss with the requestors representative to ensure that all information is obtained.
  - Perform a walk-through of the proposed work to ensure that all conditions depicted in the provided documents are correct.
  - Discuss any information necessary with the Craft Supervisors, if necessary.
  - Schedules
    - Schedules shall be on MS Project, no substitutes.
    - Discuss manpower requirements with the Manager I and supervisors.
    - Provide as much information on the schedule as possible.
  - Estimates
    - Utilize the FSB authorized estimate form only.
    - Quotes from vendors are not required on a standard estimate.
  - Submit to the Manager I in a timely manner to enable timely completion of this request.
  - Save all estimates, schedules, and information in the folder that was set up by the Manager I in the V-Drive including any research information such as photos, submittals or product information.
-