

OFFICE OF SPACE AND BUILDING MANAGEMENT (OSBM) WORK REQUEST HERBERT C. HOOVER BUILDING

To be completed by OSBM

CG6 A CONTROL NO: _____ **RECEIPT DATE:** _____

SECTION I: REQUEST FOR SERVICES (To be completed by Ordering Agency) Agency CONTROL NO: _____

1. Requesting Office/Bureau: _____
2. Agency Point of Contact: _____
(Typed Name) (Room No.) (Phone)
3. Location of Work Requested _____
(Room/Location)
4. Description of Work: _____

Attachments: No

5. Charge To: _____
(Agency Accounting Data)
6. Ordering Agency Official: _____
(Signature) (Date) (Phone)

(Name) (Position/Title)

SECTION II: COST ESTIMATE (To be completed by OSBM)

Item/Activity	7. Estimated Cost	8. Final Cost
Construction		
Carpet		
Draperies		
Furniture		
Electric HVAC Paint Plumber Carpenter		
Detailed Estimate Attached: No	TOTAL:	

9. Project Coordinator: _____
(Signature) (Date Estimated) (Phone)

(Name) (Position/Title)

SECTION III: WORK PERFORMANCE AUTHORIZATION/FUNDS AVAILABLE (To be completed by Ordering Agency)

10. Authorized Agency Official: _____
(Signature) (Date) (Phone)

(Name) (Position/Title)

OEB Authorization for OS
Projects over \$25,000

SECTION IV: COMPLETION CERTIFICATION To be completed by OSBM/Ordering Agency

11. Project Physically Complete: _____
(Date)
12. Authorized Agency Official: _____
(Signature) (Date) (Phone)

(Name) (Position/Title)

To be completed by OSBM

13. Partial Billing: _____
(Signature) (Date)
14. Final Billing: _____
(Signature) (Date)

INSTRUCTIONS FOR COMPLETING THE CD-410

GENERAL:

- Complete SECTION I, ensuring the Ordering Agency (POC) has logged the request and filled in the Ordering Agency Control Number (if applicable) and then forward to the Office of Space and Building Management (OSBM) in Room 1323 for cost estimating.
- OSBM will issue a control number and contact the Ordering Agency POC for details to complete SECTION II.
- OSBM will then return the form to the Ordering Agency POC to complete SECTION III. Services cannot be provided until SECTION III is completed and the form is returned to OSBM.
- All fields should be typed or printed. Separate CD-410s should be submitted for each project.

SECTION I: REQUEST FOR SERVICES

1. Enter the Office/Agency/Bureau requesting work.
2. Enter the name and phone number of the office/Agency/Bureau person designated as the representative for the requested work.
3. Enter the exact location where the requested work is to be performed.
4. Enter a full but concise statement describing the work requested. Attach additional information as necessary.
5. Enter the requesting Office/Agency/Bureau's account code used to fund the project.
6. Signature and details of Office/Agency/Bureau's official authorizing the work request.

SECTION II: COST ESTIMATE

7. Enter in the project items and estimated costs for each group of items (including labor and materials), as well as the total project cost for the services requested. An itemized breakdown of all costs should be provided via separate attachment if required.
8. Enter in the actual cost of each group of items (including labor and materials), as well as the total project cost for the services provided. An itemized breakdown of all costs should be provided via separate attachment if required.
9. Signature and details of OSBM Project coordinator who prepared the estimate.

SECTION III: WORK PERFORMANCE AUTHORIZATION/FUNDS AVAILABLE

10. Signature and details of Office/Agency/Bureau official authorized to obligate funds and authorize performance of work or services.

SECTION IV: COMPLETION CERTIFICATION

11. OSBM to enter the date of physical completion of the project.
12. Signature and details of Office/Agency/Bureau official certifying that all work and/or services have been provided. The CD-410 is considered closed at this point.
13. OSBM billing official to date and sign when partial billing of a project has been conducted (if required).
14. OSBM billing official to date and sign when final billing of a project has been completed.

**OFFICE OF SPACE AND BUILDING MANAGEMENT (OSBM)
WORK REQUEST CHANGE FORM
HERBERT C. HOOVER BUILDING**

To be completed by OSBM

CHANGE NO: _____

SECTION I: REQUEST FOR REVISED SCOPE OF WORK (To be completed by Ordering Agency)

1. CD-410 OSBM Control Number: _____ Agency Control No: _____

2. Change to Scope of Work: _____

3. Ordering Agency Official: _____
 (Signature) (Date)

 (Name) (Phone)

 (Position/Title) (Room)

SECTION II: ESTIMATE FOR REVISED SCOPE OF WORK (To be completed by OSBM)

4. Revised Estimate:

Item/Activity	Original Estimated Cost	New Estimated Cost
Construction		
Carpet		
Draperies		
Furniture		
Electric HVAC Paint Plumber Carpenter		
TOTAL:		

5. Project Coordinator: _____
 (Signature) (Date)

 (Name) (Phone)

 (Position/Title) (Room)

SECTION III: CHANGE AUTHORIZATION/FUNDS AVAILABLE (To be completed by Ordering Agency)

6. Ordering Agency Official: _____
 (Signature) (Date)

 (Name) (Phone)

 (Position/Title) (Room)

INSTRUCTIONS FOR COMPLETING THE CD-410 CHANGE FORM

GENERAL:

Complete SECTION 1, ensuring the Ordering Agency POC has logged the request and filled in the Ordering Agency Control Number (if applicable) and then forward to the Office of Space and Building Management provide a cost estimate for the change of work requested via SECTION II. The CD-410 will be returned to the originating office for review of the cost change and to make adjustments as necessary. Once the cost estimate for the change of work is agreed, concurrence and approval to obligate the funds and proceed with the work is completed via SECTION III. A change of work scope or services will not be provided until SECTION III is signed and returned to OSBM.

- All fields should be typed or printed.
- Separate CD-410 Change Forms should be submitted for each group of changes.

SECTION I: REQUEST FOR SERVICES

1. Enter the CD-410 Control Number of the project.
2. Enter a full but concise statement describing the work change requested. Attach additional information as necessary.
3. Signature and details of Office/Agency/Bureau's official authorizing the work change request.

SECTION II: COST ESTIMATE

4. Enter in all the original project items and original estimated costs for each group of items (including labor and materials), as well as the original total project cost for the services requested. Enter in all the new estimated costs for each group of items affected by the change. Enter in the new total project cost for the services requested. An itemized breakdown of all costs should be provided via separate attachment if required.
5. Signature and details of OSBM Project coordinator who prepared the revised estimate.

SECTION III: WORK PERFORMANCE AUTHORIZATION/FUNDS AVAILABLE

6. Signature and details of Office/Agency/Bureau official authorized to obligate funds and authorize performance of work or service changes.