SPECIAL PROJECT TASK SHEET

PROJECT NAME:
DEPARTMENT / AREA:
MANAGER:
DATE:
HAS IT BEEN BUDGETED FOR:
WHAT IS THE REASON FOR PROJECT:

TO BE COMPLETED BY MAINTENANCE:

ESTIMATES:

ITEMS NEEDED:

DESCRIPTION			**PRICE**	**ORDERED**	**RECEIVED**
Category	**Specific Items**	**Amount needed**			
Cabling (Computer/Phones)					
Ceiling					
Demolition					
Electrical / Lighting					