

Current Date _____ Department Requesting _____

Initiator _____ Email _____ Phone _____

Project Contact* _____ Email _____ Phone _____

Project Sponsor** _____ Email _____ Phone _____

Dean/Vice President Signature Sr. _____

VP/Provost/President Signature _____

OFFICIAL USE ONLY

ROM# _____

Project Manager _____

Designer _____

(Required before submission to Facilities Operations)

FY2027 ROM Request

FY2028 ROM Request

FY2029 ROM Request

Other: _____

Please select category to the best of your ability

Building/Leasehold Improvements

Software

Aircraft

Engine Overhaul

HVAC

Computer, Tablets, Mobile Device

Athletic Equipment

Equipment

Vehicle

Building Name (if applicable): _____

Building Code: _____

Space Code/Location (if applicable): _____

Work Description: include as much detail as possible such as specifications, quotes, etc.

This is a rough order of magnitude (ROM) estimate to be used for budgetary purpose only. Firm estimates will be obtained upon capital funding approval by Board. Upon approval of funds, a work order form must be submitted to projects@fit.edu.

***Project Contact:** In direct connect with project manager oversees the daily oversight.

****Project Sponsor:** Identifies, defines, acquires funding for and makes a business case for project. Approves all scope changes.

OFFICIAL USE ONLY

Facilities _____

Information Technology _____

Department _____

Total ROM Budget _____

Date ROM Returned _____

ROM Questionnaire

A Rough Order of Magnitude (ROM) is an early-stage cost estimate that provides a ballpark figure for the expected cost of a project. ROMs support planning, feasibility review, and high-level decision-making.

To help us prepare an accurate estimate, please provide the following information:

Project Overview

1. Scope & Purpose: Describe the scope, goals, and desired outcomes.

2. Timeline: When would you like the project to start and be completed? _____

3. Resubmission: If this is a resubmission, provide the previous ROM number. _____

Requirements & Constraints

1. Equipment/Specifications: List any equipment needs or technical requirements (attach documentation/ Spec sheets)
2. Constraints: Note any scheduling limits, occupied spaces, safety, accessibility (ADA), or code compliance issues.

Planning Considerations

1. Phasing: Can the project be divided into phases (e.g., FY27, FY28, FY29)?
2. Sustainability: Should energy efficiency, sustainability, or long-term operating costs be factored into the scope?

Additional Requests: Any other specific needs or considerations?