

KISENT SERVICE PROJECT FORM INSTRUCTIONS

Before starting with this form you should download / review *Kisent Setup & Data Input Instructions* and the sample report for the project template you will use. This will provide you with a comprehensive understanding of the report you will receive and service we provide.

The **Kisent Service Project Form** is a Microsoft Excel file that will prompt you to provide us with information about your project. There are five sections to the Project Form and each section is on a separate sheet in the file (ref.: tabs at the bottom of the Project Form screen).

1. Agreement Tab - *The Agreement for Professional Services*

The Agreement defines the services and obligations of both Kisent Corporation and the Client. You are required to fill in the Client Information (yellow cells) at the top of the page. You will also be required to accept this agreement before Kisent Corporation will proceed with your project.

2. Info & Comments Tab - *General Information & Comments*

This page will provide us with the project name, location and miscellaneous other information that we should have to setup your project. Use this sheet to explain any alternates, departments, groups, areas, etc. that you need broken out (separated).

3. Definitions Tab - *The Project Definition Worksheet*

NOTE: If you already have the project spaces defined in another file, you can include that in lieu of filling out the complete Kisent Project Definition Worksheet.

You will use this page to "Define" the project. The definitions are divided into the following sections:

- Program Space - Owner required rooms and areas
- Core Space - corridors, public toilets, support and misc. areas.
- The Building Shell - structural and exterior closure information.
- The Site - grading, roads, parking and site improvements.

How to Complete the Project Definition Worksheet

- Each Kisent Project Template contains rooms and areas that are common to this type of facility and they are provided to prompt you for information. The blue cells indicate the minimum information we require and the yellow cells are optional information you can provide us.
- Do NOT delete any of the definitions, rows or columns. Only the definitions that have a quantity or size will be included.
- You can change the description of the definition. For example you could change the "Library" to "Library / Study Room".
- Add any additional spaces (definitions) you need at the bottom of each section. Use the "Definition Tags" page to provide additional information about any of the definitions that you add.

- In the upper left corner of the screen a green cell displays the Total Number of Definitions. Any definition that has a quantity or size is counted as one(1) definition regardless of the actual number of those spaces. For example, if you enter a quantity of 3 for the quantity of Janitor Rooms it will still only be counted as one definition.
- Above the Total number of Definitions cell is another green cell that displays the Approximate Kisent Service Price. A Kisent Corporation representative will review your information and will contact you with a final price to setup your project and input your data. The final price may vary from the approximate one.

4. Definition Tags Tab - *Tagged Definition Comments & Information*

On this page you can provide us with any additional information or comments you have for the definitions. We have included a couple of examples for you to use.

5. Clarifications Tab - *Clarifications and Qualifications*

This page contains the Executive Summary and other descriptive narratives for the project. You should review and revise it to describe the specific project.

6. Other

Attach any images (JPEG, GIF, TIF, etc.) that you want to use for the submittal cover or project directory. Attach any additional files that you want Kisent Corporation to review for information regarding this project. Do NOT include any drawing files.