

FACILITIES MANAGEMENT WORK REQUEST

REQUESTOR

Name _____ Building / Room _____ Phone Number _____ Fax Number _____ Date _____
Email Address _____ Department / School / Division _____ Cost Center (If Applicable) _____

CONTACT

Name _____ Building _____ Phone Number _____ Email Address _____

PROJECT

Project Number _____ Project (or Event) Name _____
Location of Work: Building _____ Room _____ Area _____

REQUEST TYPE

DETAILS (Requested Work / Problem / Location of Move)

Engineering
 Minor Construction
 Move Support · Date: _____
 · Time: _____
 Repairs
 Signs
 Special Event · Setup Date: _____
 · Setup Time: _____
 · Start Date: _____
 · Start Time: _____
 · End Date: _____
 · End Time: _____
 · Takedown Date: _____
 · Takedown Time: _____
 Vacating Office
 Other: _____

APPROVAL

Signature Authority (Printed Name) _____ Signature Authority (Signed Name) _____ Date _____

INSTRUCTIONS AND TERMS OF SERVICE

1. Send this request via email to a person with signature authority for your account, and then have them send it on to PPWorkRequest@utdallas.edu.
2. Work requests are normally scheduled Monday-Friday between 8:00 a.m. - 5:00 p.m.
If work is required outside those hours or on weekends, overtime will be charged.
3. A \$100 late fee will be charged per each requested service if the work request is not received 48 business hours prior to the requested date of service.
4. Transfers of furniture or equipment to Surplus are not scheduled for a specific date or time. Urgent requests or those requiring a specific move date will incur charges. The service is free when the move team transfers items at their most efficient time.
See a list of campus billable buildings at <https://facilities.utdallas.edu/business/#pointers>.
5. Facilities Management will not move scientific equipment (electrical or mechanical) and/or personal possessions, and is not responsible for any lost or damaged goods during moves and events.
6. Any event with a large headcount, providing food/drink, and/or taking place outside Facilities business hours is required to submit a work request for Custodial Services. The custodial contractor used for our campus has been contracted for office style cleaning only, Sunday through Thursday. They are not equipped or assigned to clean up after events, so please notify Facilities of your event custodial needs.
7. All Estimates/Quotes provided by our FM shops are only valid for 30 days. If approval to proceed follows after this 30-day period, any pricing initially given can be subject to change.