

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 it 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. - 4:30 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 36 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 based on their availability.
5. Any event with a large head-count, providing food/drink, and/or taking place outside Facilities business hours are required to submit a work request for Custodial Services.

Disclaimer: 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.