



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
9/29/97

REVISION
1

PAGE
G1-150.2

SUBJECT

GENERAL

SUB-TOPIC

SERVICES PROVIDED, Continued

PROFESSIONAL SERVICES

The Physical Plant has a professional staff of engineers, draftsmen, and a landscape architect who are available upon request to assist personnel in the planning, designing, and estimating of facility modifications or expansions. These services are provided at no cost to the requestor, but must be scheduled with a lower priority than other projects. Requests for these services should be via the Work Request form (see Exhibit G2) using the procedure detailed under "Request for Services," this section.