

**THE UNIVERSITY OF TEXAS AT DALLAS
FACILITIES MANAGEMENT WORK REQUEST**

REQUESTOR

NAME M/S EXT FAX DATE

E-MAIL ADDRESS DEPT / SCHOOL / DIVISION COST CENTER (IF APPLICABLE)

CONTACT

NAME EXT BLDG E-MAIL ADDRESS

PROJECT

PROJECT NO PROJECT NAME

LOCATION OF WORK: _____
BUILDING ROOM AREA

WORK REQUIRED: _____ ROOM AVAILABILITY: _____
DATE TIME DATE TIME

REQUEST TYPE

- | | | | |
|---------------------------------------|--|--|-----------------|
| <input type="checkbox"/> REPAIRS | <input type="checkbox"/> MOVE SUPPORT | <input type="checkbox"/> SPECIAL EVENT | |
| <input type="checkbox"/> MINOR CONST. | Move Date: | Event Date: | Event Time: |
| <input type="checkbox"/> ENGINEERING | Move Time: | Setup Date: | Setup Time: |
| | <input type="checkbox"/> ENTIRE OFFICE MOVE
(Vacating Office) | Event End Date: | Event End Time: |
| | | Take Down Date: | Take Down Time: |
| <input type="checkbox"/> OTHER | | | |

REQUESTED WORK / PROBLEM / LOCATION OF MOVE

APPROVAL

IF E-MAILING FORM, ROUTE IN THIS ORDER:

1. PERSON WITH SIGNATURE AUTHORITY FOR ACCOUNT
2. FMWORKREQUEST@UTDALLAS.EDU

IF PRINTING FORM, GET THE AUTHORIZING SIGNATURE AND EITHER MAIL THE FORM TO **FM11** OR FAX TO **2075**.

PERSON WITH SIGNATURE AUTHORITY SIGNATURE DATE
(PRINTED NAME)

INSTRUCTIONS

1. PROJECT # AND PROJECT NAME MAY BE ASSIGNED BY THE DEPARTMENT TO AID IN THE RECONCILIATION PROCESS.
2. COMPLETED FORM CAN BE
 - A. E-MAILED FROM PERSON WITH SIGNATURE AUTHORITY FOR ACCOUNT TO FMWORKREQUEST@UTDALLAS.EDU,
 - B. MAILED TO FM11 OR
 - C. FAXED TO 2075
3. WORK REQUESTS ARE NORMALLY SCHEDULED MONDAY – FRIDAY BETWEEN 8 AM - 5 PM. IF WORK IS REQUIRED OUTSIDE THOSE HOURS OR ON WEEKENDS, OVERTIME WILL BE CHARGED.
4. A \$100 LATE FEE WILL BE CHARGED IF A WORK REQUEST IS NOT RECEIVED 36 HOURS PRIOR TO REQUESTED DATE FOR EVENT SETUP OR MOVE.
5. 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 THE ITEMS AT THEIR MOST EFFICIENT TIME.