

## 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** • Start Date: \_\_\_\_\_  
• Start Time: \_\_\_\_\_  
• Setup Date: \_\_\_\_\_  
• Setup Time: \_\_\_\_\_  
• End Date: \_\_\_\_\_  
• End Time: \_\_\_\_\_  
• Takedown Date: \_\_\_\_\_  
• Takedown Time: \_\_\_\_\_
- Vacating Office**
- Other:** \_\_\_\_\_

### APPROVAL

Signature Authority (Printed Name) \_\_\_\_\_ Signature Authority (Signed Name) \_\_\_\_\_ Date \_\_\_\_\_

### INSTRUCTIONS

1. A project number and project name may be provided by your department to aid in the reconciliation process.
2. Send it via email to a person with signature authority for your account, and then have them send it on to [fmworkrequest@utdallas.edu](mailto:fmworkrequest@utdallas.edu).
3. 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.
4. A \$100 late fee will be charged if a work request is not received 36 hours prior to the requested date for an 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 items based on their availability.

**Disclaimer:** Facilities Management will not move scientific equipment and/or personal possessions, and is not responsible for any lost or damaged electrical or mechanical equipment.