

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 Name _____

Location of Work:

Building _____ Room _____ Area _____

Work Required:

Date _____ Time _____

Room Availability:

Date _____ Time _____

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 (If Submitted Via Campus Mail or Fax)

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

INSTRUCTIONS

1. A project number and project name may be assigned by your department to aid in the reconciliation process.
2. This form can be submitted in one of three ways:
 - A. Send it via email to a person with signature authority for your account, then have them send it on to fmworkrequest@utdallas.edu.
 - B. Have it signed by a person with signature authority for your account (in the APPROVAL section) then sent via campus mail to Mail Stop **FM 11**.
 - C. Have it signed by a person with signature authority for your account (in the APPROVAL section) then send it via fax to **972.883.2075**.
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 at their most efficient time.

Disclaimer: Unless high-value items are specifically and individually identified, Facilities Management is not responsible for any lost or damaged goods during moves or events.