

UTSA FACILITIES SERVICES WORK REQUEST

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SEND TO UTSA FACILITIES SERVICES

ATTENTION: WORK CONTROL-1604 or WORK CONTROL-DT

For more information call 4262 for 1604 or 2845 for DT

****PLEASE SUBMIT ALL WORK REQUESTS 10 WORKING DAYS IN ADVANCE****

Instructions

1. Fill in Sections I, II, and IV. If necessary, make a copy for your records. Send to Facilities Svcs ATTN: WORK CONTROL-1604 or WORK CONTROL-DT. Work Control will send Work Order Number via email. Provide Work Control with this number when requesting Work Order status.
2. *If an estimate is requested, fill in Sections I, II and III, leave Section IV blank. When estimate is complete Work Control will notify you via email. You will have 60 days to accept or decline estimate.*
3. *Note: Renovation requests affecting the dimensions of a space OR the use of a space will be sent to the Tri-Campus Space Utilization Committee for approval.*

I. Requestor Information

Requested by:	Phone:	Date:
Requestor Location - Bldg:	Rm. #:	Dept:

II. Location & Description of Work

Building:	Rm. #(s):	# of Attachments:
		(WORK CONTROL OFFICE USE)
Contact Person:		(WORK CONTROL OFFICE USE)
(If different than requestor)		

III. Estimate (Only fill in this box if you require an estimate)

Departmental Authorization Required For Estimates

Acct # _____ Sign Here: _____

Desired Completion Date: _____

IV. Departmental Authorization

Acct #: _____	Sign Here: _____
Desired Completion Date: _____	Administrator of Account or Other Authorized Signers

V. Facilities Services Authorization (Facilities Services Use Only)

Facilities Services Authorization to Proceed With Work: _____							Date: _____
<input type="checkbox"/> BLDG SV	<input type="checkbox"/> CARP	<input type="checkbox"/> CUST	<input type="checkbox"/> DOORS	<input type="checkbox"/> ELEC	<input type="checkbox"/> FCMS	<input type="checkbox"/> GNDS	<input type="checkbox"/> J/C
<input type="checkbox"/> F/P	<input type="checkbox"/> PAINT	<input type="checkbox"/> PHONE	<input type="checkbox"/> PLBG	<input type="checkbox"/> PM	<input type="checkbox"/> SIGN	<input type="checkbox"/> OTHER	NOTES: