

# 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](mailto: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.