

## **PROCEDURE FOR LIAISONS:** (UPDATES IN GREEN)

- First, please ask your dean to make an announcement to the faculty and staff that as the liaison you will be the central contact between PP and your department/school for any general maintenance problems and for scheduling after hour air and/or heating or lighting (after 10 p.m. or on weekends).
- When you receive a request for after hour air/heating or lighting, please forward a fax to X6229 with the following information:

Requestor Name and Phone Number  
Date Required  
Time on  
Time off  
Building and Room Number  
Department/School

The above information should be faxed **within at least 48 hours** and by 4:30 p.m., Monday through Friday. **If you have any questions, please contact EMS at X2147 or by email at [EMS@utdallas.edu](mailto:EMS@utdallas.edu).**

- When you receive requests for maintenance from individuals in your area, please submit the request via a work request to [ppworkrequest@utdallas.edu](mailto:ppworkrequest@utdallas.edu)
- Since the work request you are submitting is non-billable, you do not need to include an account number on the work request form.
- Your request will be assigned a work order number and assigned a priority level by Physical Plant.
- If the Physical Plant has any questions regarding the work request, you will be their point of contact.
- In addition, you might want to occasionally walk your area/building or ask someone else in your area to walk the area to check for any unreported problems.
- If you have a concern about problems that have not been addressed, please contact Peggy Zotter at [mzotter@utdallas.edu](mailto:mzotter@utdallas.edu) and she will check on the priority/status of the work request.
- Three additional contact numbers:
  - For general maintenance issues, as well as emergencies – Extension 2177
  - For hot/cold calls – Extension 2147 (Kim Little)
  - For police emergencies – Extension 2331

- For pickup of empty boxes for trash from a central location in your building – Extension 2153 (Bron Clayton) Use this procedure for less than 25 boxes. Please write “trash” and “basura” on the empty boxes.
- The procedures for disposing of large items:
  - If the item to be disposed of has a property tag, then the department will need to fill out a property transfer form to take it off of the old inventory account and add it to surplus. The responsible department representative will need to sign the form. They should follow the standard procedure for removing and transferring property to surplus.

The property transfer form is located at the following website:

<http://www.utdallas.edu/utdgeneral/business/procure/eforms/propforms.html>

- If the item has no property tag (is not on any inventory) or has been abandoned, the liaison should go ahead and call or e-mail Physical Plant.
- If you discover that an abandoned piece of equipment has a property tag on it, please also notify [property@utdallas.edu](mailto:property@utdallas.edu) with that information when you contact Physical Plant by phone or e-mail. Property Administration will work with Physical Plant to find the owner and secure the information to transfer the item from inventory to surplus.