

Special Request Form



All special request will need to be made **at least (2) two weeks prior** to the date of the event.

A **special request** is defined as non-routine maintenance or repair to existing conditions of the facility.

Example – any estimation of cost of any work, new construction, remodeling, new fixtures, new painting, new carpet or tile, office or equipment moving, use of tent, use of stage, additional electrical service, use of Facilities Management vehicle, special events, special cleaning, special grounds work, etc.

The Asst. VP for Facilities Management, Grounds & New Construction will make every effort to complete every special request but must have 2 weeks' notice and must operate within funding, scheduling and personnel restrictions. All requests will be evaluated to see if they will fall within the normal work request system or will require completion by the special project procedures which require approval by the appropriate dean or department head.

Requesting Person

Contact Number

Email

Requesting Department

Funding Source

Date(s) of Event or Completion

Location of Event

Description of Request

It is a best practice to **download** a form and **save** it, then **fill it out** and then **attach** and **email** it to the correct department. -

Approval of Asst. VP for Facilities Management

Date