

General Information

Engineering Department provides two types of services, 1) electrical, mechanical and building related repair services, at no cost to the requesting department. Engineering also makes arrangements for non-repair (special) services, for which the requesting departments are charged for the service.

If you require immediate service, please call the Chief Engineer at x2571.

If this is an emergency, call Security at *911 and ask them to call Engineering on the radio.

Following is a list of typical repair and special services:

1) Typical Repair Services – at no cost to the requestor

- Lighting
- Equipment repair
- Heating and air conditioning
- Hanging of pictures and related items
- Moving, minor

2) Special Services – requesting dept. will be charged

- Painting
- Pod reconfigurations
- Major furniture moving
- Construction work
- Work that can only be performed off hours

For **Special Services**, you will be informed of the cost and asked to complete a budget transfer form or generate a P.O. before work will commence.

To Request Service

Please complete this form for all required work, obtain the proper approval(s) and fax the form to **Engineering Services at x2572**. Your work will be completed as soon as possible.

Requestor

Name: _____ Tel. No.: _____
 Department: _____ Fax No.: _____
 Room No: _____ Date Work Req: _____

Description of Work Requested

Department Head Approval: _____ **Date:** _____

For Engineering use only

Engineering Services Approval: _____ **Date:** _____

Job Assigned to: _____ Date Completed: _____

Time Required: _____ Materials Cost: _____