



# Request for Facilities Services

RFS #	
Project Manager	
Date Received	
SLT Approval Date	

## Requestor Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Office building/location: \_\_\_\_\_ Campus: \_\_\_\_\_

## Services Requested

Date required: \_\_\_\_\_ (NOTE: Consult with Facilities Services for an estimated completion date.)

Special conditions: \_\_\_\_\_

### Location for Requested Service:

Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

### **Requests** (check all applicable)

- |   |   |
|---|---|
| <input type="checkbox"/> Room renovation or remodel                   | <input type="checkbox"/> Parking lot/sidewalk/foundation repair |
| <input type="checkbox"/> Furniture                                    | <input type="checkbox"/> Specialized equipment                  |
| <input type="checkbox"/> Utility Services (electric, water, plumbing) | <input type="checkbox"/> Other (please describe)                |

### **Description & Justification of Work Requested** (attach additional documents as necessary):

# FUNDING

Description of project funding source *(attach additional information as necessary)*:

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*Ideally, projects are funded through Facilities Services R&R program, although other resources may be used. These could include campus funds through the Administrative Dean's office, funds through your department, grant funding, or possibly others. Funding is often negotiated before the project commences.*

## Approvals

	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>Originator:</b>	_____	_____	_____
<b>Administrative Dean</b>	_____	_____	_____
<b>SLT Member</b>	_____	_____	_____

Please use this template and email your request to:

[maintenance.request@sjcd.edu](mailto:maintenance.request@sjcd.edu)

If you have questions regarding your project and/or funding,  
please contact Bryan Jones, AVC Facilities Services

Bryan.Jones@sjcd.edu