

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 9	Facilities	Effective:	June 2000
Section 9.2	Facilities Management	Revised:	January 2009
Policy 9.2.9	Request for Services	Responsibility:	Assistant Vice President for Facilities

REQUEST FOR SERVICES

Request for Services

Departmental requests for billable Facilities Management services must be made on a [Facilities Management Request for Department Funded Work](#). These requests include such items as building alterations, remodeling, equipment repair and installation, keys for other than University buildings, name tags, utility service to new equipment, carpet installation, laboratory case work, and other specialty items. The [Facilities Management Request for Department Funded Work](#) will be assigned a work order number. A copy of the work order, except key and name tag requests, showing the work order number will be returned to the requesting department for future reference. Departmental requests for services which will be required on a recurring basis, such as deionized water service and vehicle maintenance, can be submitted for an entire fiscal year as an annual work order.

Accounting and Control Information

Work order labor and material charges are accumulated and charged via an inter-departmental transfer (IT) to the appropriate account when the work order is complete. Annual work orders and material available in the Facilities Management Storeroom or Custodial Services are charged to the requesting department on a monthly basis by an inter-departmental transfer. Departments are notified of Facilities Management charges each month by a summary report of work order charges and a list of materials provided by Custodial Services or the Facilities Management Storeroom.
