

Service Request Number	SERVICE REQUEST			1. Date _____
PLANT OPERATIONS, California State University, Fresno				
Please use typewriter or press hard.		Mail #88	Instructions to complete form on reverse side.	
2. Description of service request				
3. Building Name	4. Room Number	5. Department	6. Requestor	7. Contact person
8. Phone Number/Mail #	9. Work should be completed by Time/Date		10. Department Approval	
Estimate required	FAC	Type	Class	

SAMPLE - Please contact

Plant Operations at

8-2373 for the original

INSTRUCTIONS TO REQUEST SERVICES
THIS SERVICES REQUEST SHOULD NOT BE USED FOR:

Emergency or other routine maintenance or repairs which pose an immediate health, safety or security risk. In cases such as these, contact the Work Control Center at X8-2373.

All service requests *must* be submitted to Plant Operations at least **48 hours in advance** of the work requested.

Requestor: Complete lines 1 through 10. If additional descriptive material is required, i.e., drawings, etc., please attach separate sheet.

Distribution: Forward to Plant Operations Copies 1 and 2. Copy 3 should be retained for your files.

Funding: Maintenance costs are funded by the Plant Operations budget. If request is non-maintenance, there will be a chargeback notice sent to the department for funding authorization.

Cancellation: If, after being informed of the costs by Plant Operations, the requestor does not wish to proceed with the project, write CANCELLED across the face of the service request and return to Plant Operations.

Cancellation may also be accomplished by calling Plant Operations at X8-2373. Please give the service request number and reason for the cancellation.