



Service Request

Cal Poly Pomona Facilities Planning and Management

Requestor: _____ E-mail: _____ Date: _____

Department: _____ Phone: _____ Fax: _____

Location of Work: Building/Room #/Area: _____

Type of Request:

- Routine maintenance request*
- Non-routine maintenance request**

V.P. or Designee - Authorization required for the following:

- Reclassifying, or changing use of room or space
- Constructing, remodeling, altering, or demolishing of facilities, grounds and infrastructure (*Note: V.P. approval for this item is not required for requests that cost less than \$2,000.*)

Description of Work: (*Be specific; attach program information and floor plan sketches as necessary.*)

- Proceed without estimate (Time and Material)
- Provide estimate in advance

Approval (Name/ Date)

Title/Department

V.P. or Designee - Authorization (Name/Date)

Funding Source: _____

FP&M Department Use Only:

Credit Funding #: _____ Work Order #: _____

***Routine Maintenance** is typically performed free of charge. It is defined as work necessary to keep all state-owned facilities in good repair and operating condition. This work includes custodial services, maintaining and repairing components of campus buildings and grounds. It also includes maintaining, operating and repairing utility systems: e.g. electrical, water, gas, heat, ventilation, air conditioning, plumbing, sewage and elevators.

****Non-Routine Maintenance** is work performed on a cost recovery basis. This includes moving furniture, staging and servicing Lease of Facilities or Scheduled Events, repairing and maintaining requestor owned equipment and vehicles.