

Customer Request Number

CUSTOMER REQUEST 1. Date: _____

California State University, Fresno

Mail# PO88

Instructions to complete the form is provided below.

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 completed by:

Time/Date:

10. Department Approval:

11. Contact Email:

INSTRUCTIONS TO REQUEST SERVICES

This customer request should not be used for emergency or other routine maintenance or repairs *which pose an immediate health, safety, or security risk*. In cases as these, contact Work Control Center at 278-2373

All customer 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 at PO88. A copy should be retained for your files.

Funding: Maintenance costs are usually funded by the Plant Operations budget. If request does not fall within baseline services, there will be a chargeback to the department.

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.