



# Request for Facilities Management Services

Please complete sections A-E below and submit to the FM Work Control Center  
1300 Service Building (003) • Tel 301.405.2222 • Fax 301.405.1473

## A. Requester Information

Name:		Phone:	
Title:		Email:	
Dept:		Fax:	

## B. Description of Service (Select type and describe service)

Special Service  Maintenance  Minor Alteration  Lease  Campus Project  Capital Project

Location of Work: Building Room(s)  
or campus area

Desired Date / Time of Delivery:

Service Requested:

## C. Financial Information (not required for Maintenance requests)

Billing Dept:		Billing Address:	
Contact Person:			
Payment Method(s)	Fund Source Account #	Funding Amount	
Fund from campus account(s):			
Paid directly by you:			
Requesting funding from a campus, State or external source:			

## D. Request Authorization

Select an authorization option for your request and sign:

- I request delivery of the services described above and authorize payment of all associated costs.
- I request a detailed project budget for the services described above. This option is required if campus or State funding is requested.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## E. Approvals (required for all Lease Requests, Campus, and Capital Projects and where campus or State funds are requested)

Dean / Director \_\_\_\_\_ Date: \_\_\_\_\_

Vice President \_\_\_\_\_ Date: \_\_\_\_\_

FM use - W.O. / Proj. #:		Unit:	
Proj. Title:		Date:	

## Instructions for the "Request for Facilities Management Services"

Please complete sections A - E and forward to Facilities Management Work Control Center, Room 1300, Service Building

Section	Field	Instructions for Entering Information
<b>A - Requester Information</b>	<i>Providing this information will enable us to contact you or another appropriate person to discuss and manage our delivery of services. Enter information for the person we should contact.</i>	
	<b>Name</b>	Name of the primary customer for these services.
	<b>Phone</b>	Campus, business, or personal telephone number
	<b>Email</b>	Full email address
	<b>Title</b>	Requester's campus or business title
<b>B - Description of Service</b>	<i>Categorizing your request and providing a brief description of the services desired will help us better understand your needs.</i>	
	<b>Type of Service</b>	<p><b>Special Services</b> include requests for assistance to support special events.</p> <p><b>Minor Alteration</b> is defined as work in a facility that is beyond maintaining an existing building component. For this type of work, there is no space use change and no design services required. This type of work is intended to move quickly ("fast track") into implementation.</p> <p><b>Maintenance</b> is the recurrent, day to day, periodic or scheduled work required to preserve or restore a facility to such condition that it can be effectively used for its designated purpose.</p> <p><b>Lease</b> requests are for additional space requirements that be located in rental facilities off-campus.</p> <p><b>Campus Projects</b> are facility improvements or new construction projects under \$1M which may be approved by the UM administration's Facilities Council.</p> <p><b>Capital Projects</b> are those improvements for new facilities or major renovations that cost \$1M or more and require approval beyond the UM administration's Facilities Council (i.e. University System of Maryland Board of Regents and/or the Maryland State Legislature).</p>
	<b>Location of Work</b>	Provide the building and room(s) or campus area where the services will be delivered or work will be executed.
	<b>Desired Date / Time of Delivery</b>	If the delivery of the service is time sensitive, provide an indication of when you desire delivery.
	<b>Description of the Services Requested</b>	Provide a brief description of what services you need or what goal you desire.
<b>C - Financial Information</b>	<i>Funding account information will be required for all types of service <u>other than Maintenance</u>. The funding amount may not be available at the time of request.</i>	
	<b>Billing Dept.</b>	Provide the department / unit to be billed for these services.
	<b>Contact Person</b>	Provide the financial contact (if different than the requester).
	<b>Billing Address</b>	Provide the building / room where any financial information should be mailed
	<b>Payment Methods and Funding Source Accounts and Amounts</b>	<p>Three types of payment methods are available - campus accounts, a personal account, or State or external funding accounts.</p> <p><b>Campus accounts</b> - Provide the financial account code(s) and amount if available.</p> <p><b>Paid directly by you</b> - Provide your Social Security number.</p> <p><b>Requesting funding from a campus, State, or external source</b> - Provide the type of funding you are requesting if available.</p>
<b>D - Request Authorization</b>	<p><i>Select one of these choices:</i></p> <ul style="list-style-type: none"> <li>• Delivery of services and payment authorization authorizes FM to purchase materials and services, commit labor and other FM resources to the completion of the request.</li> <li>• Detailed project budgets are required for most projects and will provide clear statements of work, costs, schedules, and the project's review/approval requirements.</li> </ul>	
<b>E - Approvals</b>	<i>Campus policy requires the approval of all lease requests, campus, and capital projects by the appropriate Dean or Director and Vice President(s). Please forward the completed form to the appropriate person for approval prior to forwarding to Facilities Management.</i>	
<b>FM Use</b>	Facilities Management will use this section to assign a Work Order or Project number and unit and create a descriptive title.	