



PROJECT Request for Facilities Management

Please complete and submit to the FM- Customer Response Center email: fmrcr@umd.edu

Requester

Name		Phone	
Title		Email	
Department:			

Location of Work: Building / Room(s) or Area	
Desired Date/Time of Delivery	

*Service Requested - Please provide a detailed scope of work on the attached worksheet *

Financial Information (not required for Maintenance requests)

Billing Department		Billing Address	
Contact Person			
Payment Method(s)	Fund Source Account #	Funding Amount	
Fund from campus account(s)			
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

Dean/Director: _____ Date: _____

Vice President: _____ Date: _____

FM use-W.O. / Project		Unit:	
Project		Date:	

Worksheet Please identify the scope of the project by indicating which of the following apply

Location of Work:	
<u>Building / Room(s) / Area</u>	

Section #1 General information

Type of room:

- Office
- Classroom
- Lecture Hall
- Lab
- Research
- Other: _____

Change of use: (example: OFFICE to a LAB)

- No
- Yes From: _____ to _____

Is this an Expansion of a current or planned project?

- No
- Yes, description below:

*** Please attach any additional information**

Section #2 Project Scope: (please list all that apply)

- Design (space planning/interior design)
- Additional heating/ cooling
- Audio visual
- Cabinets
- Ceiling- new/ remove
- Data
- Doors- new/ remove
- Electrical receptacles
- Flooring
- Fume hoods
- Furniture
- Lighting
- Equipment (New)
 - o **Type:** _____
- Equipment (Relocate)
 - o **Type:** _____
- Paint
- Plumbing
- Potential Hazardous Materials (information attached)
- Provide utilities for new or existing equipment
- Relocate equipment
- Sinks
- Unique considerations (e.g. noise attenuation)
- Walls- new/ remove
- Any Time Constraints?** (for example, summer project, winter break project, overnight work only, weekend work only, etc.)