

<p><b>Palomar College</b> <b>Facilities Work Request</b></p>	<p><b>Requested Activity Classification/Priority:</b></p> <p> <input type="checkbox"/> Health, Safety, Security    <input type="checkbox"/> Program/Event Preparation  <input type="checkbox"/> Building Modification    <input type="checkbox"/> Furniture/Equipment Move  <input type="checkbox"/> Grounds Modification    <input type="checkbox"/> Other </p>																					
<p><b>Requested By:</b></p> <p>_____</p> <p>Department _____ Date _____</p> <p>_____</p> <p>Staff Member _____ Ext. _____</p>	<p><b>Please Note:</b>    <b>A work request is not required for repair work. Please call the Facilities Office at extension 2629 to report repairs.</b></p>																					
<p><b>Authorized By:</b></p> <p>_____</p> <p>Dept. Chair/Director _____ Date _____</p> <p>_____</p> <p>Division Dean or VP _____ Date _____</p>	<p style="text-align: center;"><b>Priorities</b></p> <p>1. Within 10 days (requires written justification by Dean or VP)</p> <p>2. Within 30 days</p> <p>Note: Ten (10) and (30) day requests require overtime in order to be completed on schedule. Your account will be charged for overtime labor if you check one of the boxes listed above.</p> <p>Please ensure your 500010-budget pool account has sufficient funds to cover both the materials costs and the overtime labor for the ten and thirty day requests.</p> <p>3. Within 60 days (no charge for labor).</p>																					
<p><b>Approved for Scheduling:</b></p> <p>_____</p> <p>Facilities Department _____ Date _____</p>	<p><b>Budget Account for materials/OT used to complete this request</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th colspan="7">Account Number</th> </tr> <tr> <th style="font-size: small;">Account</th> <th style="font-size: small;">Fund (2 digits)</th> <th style="font-size: small;">Org/Dept (6 digits)</th> <th style="font-size: small;">Program (5 digits)</th> <th style="font-size: small;">Subcls (2 digits)</th> <th style="font-size: small;">BY (4 digits)</th> <th style="font-size: small;">Project/Grant (7 digits)</th> </tr> </thead> <tbody> <tr> <td style="font-weight: bold;">565500</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account Number							Account	Fund (2 digits)	Org/Dept (6 digits)	Program (5 digits)	Subcls (2 digits)	BY (4 digits)	Project/Grant (7 digits)	565500						
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<p><b>Assigned To:</b></p> <p> Building Services <input type="checkbox"/>  Construction Services <input type="checkbox"/>  Custodial Services <input type="checkbox"/>  Environmental Health &amp; Safety <input type="checkbox"/>  Escondido Center Facilities <input type="checkbox"/>  Facilities Operations <input type="checkbox"/>  Grounds Services <input type="checkbox"/> </p>	<p><b>Description of Work:</b> Include job location and attach drawings, if necessary. Please, <u>ONLY TYPE ONE</u> work request per form. Thank you.</p>																					
<p><b>Project Completion Dates:</b></p> <p>Scheduled: _____</p> <p>Actual: _____</p> <p>Total Cost: _____</p> <p>Supervisor Initial: _____</p> <p>Questions, please call ext. _____</p>	<p>Please refer to this number for any questions you may have regarding this work request.</p>																					

**DO NOT TYPE IN SHADED AREAS**