

## **PP-28 INSTRUCTIONS**

FORM PP-28 IS USED TO REQUEST WORK FROM FACILITIES SERVICES.

### **SECTION I**

**Needs to be filled out completely.**

- Building Name
- Description of Work Needed
- Contact Person Name & Phone Number
- Department Head Signature
- Check appropriate box to indicate if estimate is required.

**If estimate is required**

- Return the form with only Section I filled out.
- We will do an estimate and return the form with estimate back to you for approval before the job starts.

### **SECTION II**

*This section is for Facilities Services use only.*

### **SECTION III**

**This section is filled out only if you do not require an estimate . . . .**

- Your Dean or Director must sign in Section III to approve work can be done w/no estimate required.
- Fill in the account number to be charged on the 'debit' line in the bottom box.

### **SECTION IV**

*This section is for Facilities Services use only*

**\*\*RETURN FORM TO . . . .**

**Sherrill Cox  
Facilities Services  
Room 202**