

PP28 PROJECT FORM INSTRUCTIONS

How do you know if you need a PP28 or a Archibus work request???

Simple Archibus work requests are typically maintenance/repair requests such as leaking toilets/sinks, air conditioning problems, lights out, furniture moves, or pest control. These types of requests can be submitted through ARCHIBUS.

PP28 FORMS are necessary IF your work includes any type of new installations or changes to a room/area such as renovations, painting, carpet, blinds, new electrical, etc. (Do NOT Submit Thru Archibus)

PP28's are to be filled out as follows:

Section I –

- Indicate the Building or Location where the work will be located.
- Describe the work requested in detail. Always feel free to attach drawings or other written details.
- Indicate a contact person's name, email address AND and phone number.
- Check one of the boxes indicating an Estimate OR No Estimate Required:
 - ESTIMATE REQUIRED – If you require an estimate before work is performed, check box and email PP28 to UTFSProj@listserv.utk.edu with **only Section I filled out**. (No Signatures Required at this point) Facilities Services will return an estimate to you for approval asap.
 - NO ESTIMATE REQUIRED - If you do NOT require an estimate before work is performed, check this box and move down to Section III to have signed/approved and indicate cost center to be charged. **MUST BE SIGNED By the appropriate person over the account to charged, as listed In IRIS*

SECTION II - This section is for Facilities Services Use Only. If an estimate has been requested, Facilities Services will display it here and return to your department for approval.

SECTION III - APPROVALS SECTION: Either you have indicated this work can be done with no estimate OR Facilities Services has provided an estimate at this point and you would like to proceed with work:

1. Indicate a cost center to charged.
2. Sign where **highlighted in yellow**. *Must be signed by a responsible IRIS approver.
3. Return form to UTFSProj@listserv.utk.edu

PLEASE NOTE: Since some departments require approval from a line of authority, we provide some **optional** signature lines in this section for your departmental use IF NEEDED. However, the APPROVED signature line, **highlighted in yellow** is **REQUIRED** from the appropriate person over the account to charged and Facilities Services will NOT move forward with the work until we have approval signed here. **If you are unsure of who is a responsible approver of your account, please visit IRIS transaction "ZAPPS" and enter your account number to view a list.**

SECTION IV - This section is for Facilities Services Use Only.

Feel free to contact our office at any time if you have questions or need assistance with this form.
Contact: tracywalker@utk.edu or aemiller@utk.edu