**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