

Maintenance Request versus Project Request

MAINTENANCE REQUESTS are for work that requires repair or maintenance of existing facilities/assets in order to keep them in a specified state.

PROJECT REQUESTS are for new work. They modify existing facilities/assets.

To place a **MAINTENANCE** request email or call the **Building Monitor** or their alternate as they are authorized to submit all requests.

To place a **PROJECT** request the form can be found on the **Plant Services** webpage under “Quick Links”, and submitted to appropriate **Academic Dean** or **Department Head**. When signatures have been obtained the form can be sent to **Plant Services**.

Some Examples for Maintenance requests:

- Work to correct normal wear and tear to “original” condition
- Custodial cleaning & supplies
- Broken equipment – not department owned (eg. motors, bearings, fan belts etc.)
- Trash and recycling, Grounds care
- Door & lock repair, lost keys
- Broken window or window treatments
- Plumbing leaks, plugs
- Electrical outages, bulbs, ballasts
- Minor wall repair & patch painting
- Emergencies
- Safety Violations
- Signage: name plates, room paper inserts

For more information on maintenance requests see the Plant Services Work Request Response Time Standards.

THE ABOVE ARE FUNDED BY FACILITIES' BUDGET

Some Minor Project examples (one-month minimum lead time):

- Signage & directories, parking
- Furniture moving, relocations
- Hanging whiteboards/pictures in offices
- Anything new- Small scope of work, (can be completed in 4 hours or less), additional shelving (Over 40 feet)
- Additional outlets, switches, locks

Some Major Project examples (3 months' minimum lead time):

- Office, Cubicle, lab or classroom renovations/improvements
- Alterations/Changes
- Cabinetry
- Office Painting
- Card-Lock, Security Camera, or Alarm installation
- New Construction
- Specialized equipment
- Installation of new equipment
- Space allocations – Relocations (Reconfiguring, remodeling, or renovating space)
- Additional or changes for signage
- Space for displays and exhibits
- Furniture Replacement

THE ABOVE ARE NOT FUNDED BY FACILITIES' BUDGET; THEY ARE PAID FOR BY THE DEPARTMENT REQUESTING THEM, OR BY BUDGET REQUESTS OR THROUGH THE CAPITAL PLANNING PROCESS.