The University of Southern Mississippi
Physical Plant Work Request

Complete the following for maintenance requests. Mail to box 5058, or fax to 64444.
All **emergency** and **urgent** requests should be called in to 64414.

REQUESTOR MUST COMPLETE ALL OF THE FOLLOWING:

Date_____ Requested by_____ Phone #_____ Fax # _____ Box # _____

Location_____ For additional information, contact _____
Building Room # Name Phone #

Description_____

_____

_____

COMPLETE THE FOLLOWING FOR BILLABLE SERVICES ONLY
PeopleSoft Chartfield Account

NAME OF ACCOUNT	FUND	DEPTID	PROGRAM	PROJECT/GRANT (if applicable)	HR DEPT CODE

_____ _____
Print Name of Signature Authority (if applicable) **Signature**

A Work Order Confirmation will be faxed/mailed to the department ONLY when a work request is submitted on this form. *Please keep the confirmation in the event you need to check on the status of a work order. The Confirmation lists the Work Order # that you will need to provide when checking on a work order.*

- For **master key replacement** requests, the department head must sign this form.
- For **surplus items** to be picked up and delivered to Stores, fax a copy of the transfer/obsolescence form to 64444 along with this request.
- **Sound system** requests for special events require a **one-week notice**. Student organizations requesting special services must request them through their advisor so account numbers can be validated.

Physical Plant Hours: 7:30 a.m. - 4:00 p.m.

FOR EMERGENCIES AFTER 4:15 P.M. AND ON WEEKENDS AND HOLIDAYS, CONTACT CAMPUS POLICE AT 64986.

AA/EOE/ADAI