



Office of Facilities

Policy Memorandum 4

Date: May 5, 2010

Forms for requesting services from Office of Facilities

The Facilities Department is initiating forms to be used to request various actions by the department. We believe these forms will assure timely, correct implementation and coordination of events.

The following forms are to be used when requesting help from the Facilities Department:

1. Special Function Form – To be used for any event on campus.
2. Work Request Form – To be used for any work orders on campus.
3. Key Request Form – To be used to request keys for campus.
4. Key Acceptance/Agreement Form – To be used when keys are issued for campus.

These forms can be found on the forms page of Nunez Community College's intranet site.