

**FRANCIS MARION UNIVERSITY  
PHYSICAL PLANT  
Departmental Improvement Request**

Number \_\_\_\_\_  
for plant use

Name \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

Other contact with exact knowledge \_\_\_\_\_ PHONE: \_\_\_\_\_

Exact location, including room number \_\_\_\_\_

For installation of new items, specify whether on hand or to be built or procured. If to be procured, specify whether by requesting department or by Physical Plant.

Description of project:

Does this a) Affect security? \_\_\_\_\_ Affect safety? \_\_\_\_\_

b) Materially affect your routine performance of business? \_\_\_\_\_

c) Require completion on or prior to a given date? \_\_\_\_\_ When? \_\_\_\_\_

What budget account(s) to charge? Supplies: \_\_\_\_\_ OCS: \_\_\_\_\_

Department Head's Approval/Date \_\_\_\_\_

Dean's Approval/Date \_\_\_\_\_

Vice President's Approval/Date \_\_\_\_\_

Use this form only for improvements such as additions, alterations, modifications, new construction, installation of equipment and other improvements performed by or contracted through Physical Plant. Academic departments submit through Provost for approval; others through Vice President for Administration and Finance. Requests for repairs should be e-mailed to Work Order Requests or called in to phone number 1150. Requests for special arrangements for special functions should be submitted on Campus Service Form. Requests for catering, including special setups to support catering, should be submitted to Dining Services.