

**SERVICE REQUEST**

FOR MAINTENANCE OR NON-MAINTENANCE FACILITY NEEDS

Submit this form to the  
**Facilities Help Center**

Phone: 756-5555 - Fax: 756-6114  
Email: [facilities-CBS@calpoly.edu](mailto:facilities-CBS@calpoly.edu)

You may also **submit** requests for service  
by clicking the **Facilities Requests** link at <https://myportal.calpoly.edu>

<b>Date:</b>	<b>Name of Requestor (First and Last Name):</b>	
<b>Department:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	<b>Location of Work/Building/Area:</b> <b>Rooms:</b>	

**Description (please be specific; attach plans as necessary):**

**- If this is a non-maintenance request or any request for a non-state facility, please provide a Chartfield string -**

FUND (5 digits)	DEPT ID (6 digits)	ACCOUNT (6 digits)	PROGRAM (5 digits)	GRANT/PROJECT (6 digits)	CLASS (5 digits)
		617001			

- Would you like an estimate?  **Yes**  **No** (Estimates require a Chartfield string.)
- Actual costs will be recharged monthly based on project progress until all expenses are recovered.
- Call Facility Administration at 6-5555 with any questions regarding this process.
- Estimates are valid for six (6) weeks.

If a Cal Poly Corporation, Cal Poly Foundation, or ASI funding source is used and the project estimate is \$20,000 or greater, Facilities will initiate a Reimbursement/Funding Guarantee.

<p>_____ <b>Authorized Signature</b> (Dept./Unit Chair required for academic depts.)</p> <p>_____ <b>Type or Print Name</b></p> <p>_____ <b>Date</b></p>	<p>_____ <b>Authorized Signature</b> (Dean required for academic depts.)</p> <p>_____ <b>Type or Print Name</b></p> <p>_____ <b>Date</b></p>
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# Facilities Customer and Business Services

Definitions: Maintenance and Non-Maintenance Requests

Type of Request	Definition	Submittal Method
<b>Maintenance for state facilities</b>	Facility Services is funded to maintain state buildings, grounds, and the campus wide road and utility infrastructure to reasonably ensure the expected life of the facility and to create an atmosphere conducive to learning. There is no charge for these services.	<ul style="list-style-type: none"> <li>• E-mail: <a href="mailto:facilities-CBS@calpoly.edu">facilities-CBS@calpoly.edu</a></li> <li>• Fax: 6-6114</li> <li>• Phone: 6-5555</li> <li>• Facilities Requests link at <a href="https://myportal.calpoly.edu">https://myportal.calpoly.edu</a></li> </ul>
<b>Maintenance for non-state facilities</b>	This is generally administered by the leasing entity; ASI, Corporation, or Foundation. However, Facility Services will provide maintenance to non-state facilities on a reimbursed basis. Requests for these services are submitted electronically by an employee with the authority to expend campus funds. An account number is required at the time of the request. Costs for work that are recharged by Facilities are processed at the end of the month.	<ul style="list-style-type: none"> <li>• E-mail: <a href="mailto:facilities-CBS@calpoly.edu">facilities-CBS@calpoly.edu</a></li> <li>• Fax: 6-6114</li> <li>• Facilities Requests link at <a href="https://myportal.calpoly.edu">https://myportal.calpoly.edu</a></li> </ul>
<b>Non-Maintenance</b>	<p><b>State and Non-State Facilities:</b></p> <p>The annual Facilities budget is not funded for remodels, new construction, furniture repair, hanging pictures, etc., therefore, state and non-state requests for these services are on a reimbursed basis and must be submitted electronically by an employee with the authority to expend campus funds. An account number is required to complete the request and costs for recharge work are processed at the end of the month.</p>	<ul style="list-style-type: none"> <li>• E-mail: <a href="mailto:facilities-CBS@calpoly.edu">facilities-CBS@calpoly.edu</a></li> <li>• Fax: 6-6114</li> <li>• Facilities Requests link at <a href="https://myportal.calpoly.edu">https://myportal.calpoly.edu</a></li> </ul>

