



Program Statement

OPI: ADM
NUMBER: 1110.10
DATE: January 24, 1992
SUBJECT: Management Services -
Central Office

1. PURPOSE AND SCOPE.

- a. To define procedures for Central Office staff to request telephone and building services from the Management Services Section, Facilities Management Branch, Administration Division.
- b. To provide instructions for preparing the Building Service Request form.
- c. To establish approving authority for Central Office telephone and building service requests.

2. DIRECTIVES AFFECTED.

- a. Directives Rescinded.

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- b. Directives Referenced.

None.

3. STANDARDS REFERENCED.

None.

4. PROCEDURES.

- a. Requests for Telephone Services.

(1) All requests for telephone services (e.g., moves, line changes, longer cords, additional features, etc.) must be submitted on a Building Service Request form (Attachment A).

Limited Distribution: Central Office - normal distribution.
Regional Offices, Community Corrections
Centers, and Staff Training Centers
receive two copies for information only.

(2) The following information is to be supplied:

- Date of request.
- Originating office.
- Contact person (name, telephone number, and room number).
- Complete description of telephone work desired, including telephone and station numbers involved. Detailed requirements must be provided, attach additional sheets if needed.
- Full justification of request.
- Signature of individual requesting service.
- Signature of approving official.

(3) Telephone service requests must be approved by the branch chief.

(4) Forward the original and one copy of the Building Service request form to Management Services. The requesting office should retain the pink copy in its files.

(5) Requests for emergency telephone repairs may be telephonically reported to 514-6673.

b. Requests for other Facility Services.

(1) Requests for other facility services, such as office moves, building alterations, and repairs are also to be submitted on a Building Service Request form (Attachment A)

(2) The following information is to be provided:

- Name and telephone number of person submitting request.
- Signature of approving official.
- Exact location where work is to be performed.
- Full description of work requested.
- Full justification of request.
- Special requirements (such as outlets for computer terminals).

(3) The approving official for a Building Service Request is:

Maintenance Requests	- Supervisor of office to be repaired.
Office Moves and	- Branch Chief Minor Alterations
Major Remodeling	- Assistant Director

(4) Forward the original Building Service Request form and one copy to Building Management Services. The requesting office should retain the pink copy.

c. Building Service Request forms are available from the Central Office Supply Room and the Management Services Office.

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J. Michael Quinlan
Director

BUILDING SERVICE REQUEST

TO: MANAGEMENT SERVICES, ROOM 232			
INSTRUCTION: Complete form by typewriter in original and two copies.			DATE
NAME OF REQUESTOR			
OFFICE (DIVISION)		TELEPHONE NUMBER	ROOM NUMBER
DIVISION HEAD APPROVAL			
COMPLETE DESCRIPTION OF BUILDING NOTIFICATION SERVICES TO BE ACCOMPLISHED			
JUSTIFICATION			
THIS SECTION TO BE FILLED IN BY MAINTENANCE SERVICES			
BUILDING MANAGER		APPROVAL/DISAPPROVAL	
ASSIGNED TO:	WORK ORDER NUMBER		SITE NUMBER
SIGNATURE	DATE COMPLETED		HOURS
REQUEST APPROVAL			
TELEPHONE NUMBER	SIGNATURE OF ADMINISTRATIVE OFFICE/DESIGNEE		
FUND CERTIFICATION (AFTER ESTIMATE IS ESTABLISHED)			
APPROPRIATION SYMBOL	DOCUMENT CONTROL NO.	ACCOUNT NO.	OBJECT CLASS
NAME OF COMMITMENT CLERK		I CERTIFY THAT FUNDS ARE AVAILABLE Signature of Allowance Holder/ Designee	
ESTIMATE	ESTIMATOR		