

# FACILITIES DEVELOPMENT WORK ORDER

**DO NOT USE THIS FORM TO REQUEST REPAIRS**

FDWO# \_\_\_\_\_

Name: \_\_\_\_\_ Tele. #: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Project Title: \_\_\_\_\_ Budget Coding: \_\_\_\_\_

All university minor construction and remodeling projects must have approval of the Unit Director and Central Administration. See **BPM 80.56.1** for additional information on this policy.

**Project Explanation:** Give complete description of request, attach product information sheets if a specified product is to be used and/or purchased. Attach sketches, and/or justifications where applicable. Additional sheets may be added. **Please consider:** Do the improvements proposed appear consistent with established features and systems within the space/building?

Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Signature Approval: \_\_\_\_\_  
Unit Director

**Unit Director sign on the above line, and send original to WSU Vancouver Facilities Operations**

Material - Is this chargeable? If Yes, see Attached Estimate	Labor - Is this chargeable? If Yes, see Attached Estimate
--	---

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">ROUTING</th> <th style="width: 15%;">Reviewed</th> <th style="width: 15%;">Approved</th> <th style="width: 10%;">DATE</th> </tr> </thead> <tbody> <tr> <td>Facilities Operations</td> <td></td> <td style="text-align: center;">XXXXX</td> <td></td> </tr> <tr> <td>Capital Planning &amp; Dev.</td> <td style="text-align: center;">XXXXXX</td> <td></td> <td></td> </tr> <tr> <td>Finance &amp; Operations</td> <td style="text-align: center;">XXXXXX</td> <td></td> <td></td> </tr> </tbody> </table>	ROUTING	Reviewed	Approved	DATE	Facilities Operations		XXXXX		Capital Planning & Dev.	XXXXXX			Finance & Operations	XXXXXX			<div style="border: 1px solid black; padding: 5px; min-height: 150px;"> <p><b>COMMENTS</b></p> </div>
ROUTING	Reviewed	Approved	DATE														
Facilities Operations		XXXXX															
Capital Planning & Dev.	XXXXXX																
Finance & Operations	XXXXXX																

**DO NOT USE THIS FORM TO REQUEST REPAIRS**

Comments and questions: [plant@vancouver.wsu.edu](mailto:plant@vancouver.wsu.edu) Revised 10/31/07

[Copyright](#) @ Washington State University / [Disclaimer](#)