Facilities
Non-Emergency Notification Request Form

What:
(indicate the event, action, activity or scope of work. If work includes shutdown of equipment, indicate the location of the equipment i.e. floor and area of building serviced)

Where:
(indicate the specific location the event will take place and the effect it has on normal campus activities i.e. traffic; pedestrian paths; mechanical, electrical, plumbing service, etc.)

When:
(dates and/or times that the event takes place)

Why:
(description of the activity and the specific reason it needs to occur)

Who:
(affected parties: specific buildings, campus sector, faculty/staff/students, etc)

Supplemental Information

- Are supporting drawing/documents included?

- Who was event coordinated with?
  (indicate name of customer, department, faculty/staff event was coordinated with including Housing, Safety, UTPD, etc.)

- Sr. Project Coordinator:
  (name of Sr. Project Coordinator submitting request)

- Comments
  (special instructions/comments)

Email form to Facilities Communication & Customer Relations Rep at: victoria.oconnor@utsa.edu
Alternate contact: Scott Reuter, Asst. Director for Facilities Customer Services at: scott.reuter@utsa.edu

Form revised: May 2015