**Facilities**

**Non-Emergency Notification Request Form**

**What:** Click here to enter text.

*(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:** Click here to enter text.

*(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:** Click here to enter text.

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

**Why:** Click here to enter text.

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

**Who:** Click here to enter text.

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

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**Supplemental Information**

* Are supporting drawing/documents included? Click here to enter text.
* Who was event coordinated with? Click here to enter text.  
  *(indicate name of customer, department, faculty/staff event was coordinated with including Housing, Safety, UTPD, etc*.)
* Sr. Project Coordinator: Click here to enter text.  
  *(name of Sr. Project Coordinator submitting request)*
* Comments Click here to enter text.  
  *(special instructions/comments)*

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**Email form to Facilities Communication & Customer Relations Rep at:** [**Victoria.O’Connor@utsa.edu**](mailto:victoria.oconnor@utsa.edu)  
Alternate contact: Scott Reuter, Asst. Director for Facilities Customer Services at: [Scott.Reuter@utsa.edu](mailto:Scott.Reuter@utsa.edu)