

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-03-008.9
	Date Issued: 08/14/03
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TITLE: Requests to Facilities for Special Services	Approved: Title: <i>Louis DiBernardinis</i> Director, EHS
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- See Personnel Administrator for special requests to Facilities
- If he/she is out/not available please see Receptionist.
- Requests to Facilities for special services include:
 - Temperature issues
 - Work requests (install lock, shelves, keyboard, etc.)
 - Special Cleaning Requests (rugs shampooed, etc.)
- Either the Personnel Administrator or Receptionist must make all requests.