



Florida State College at Jacksonville
Facilities Management and Construction

College Architect Services Request Form

(Shaded area To be completed by Facilities)					
Request No.			Date Request Completed:		
1. Date of Request:			2. Requestor:		
3. Phone Number:			4. Campus/Site:		
5. Funding Source: (If applicable)			6. Estimated Cost: (If applicable)		
7. Urgency of Service Place an "X" in the box next to the appropriate level of urgency.	Life/Safety		8. Method of Construction (If applicable) Place an "X" in the box next to your selection.	In-house Maintenance	
	Emergency			Delivery Order Contract (Warden)	
	Routine			To be bid	
9. Type of Service					
Description of Service					
A. Sketch:					
	Campus		Building		Room(s)
B. E-mail CADD Files:					
	Campus		Building		Room(s)
C. Plans/ Specifications: (Building Permit Only)					
	Campus		Building		Room(s)
D. Field Report for:					
	Campus		Building		Room(s)
E. Contact outside A/E:					
	Campus		Building		Room(s)