

LIBERTY UNIVERSITY - FACILITIES MANAGEMENT

DESIGN & DRAFTING - PLANS & DOCUMENTS REQUEST FORM

E-mail the completed form to PIF.Facilities.Mgmt@liberty.edu, where it will be reviewed and processed. Before request is processed, the type and purpose of requested plans and/or documents will be reviewed for approval. The requester may be contacted by Facilities Management for clarification or emailed to notify that physical copies are ready for pick-up. If approved request is for electronic files, the email will included items or instructions with link to Drop Box. **Requests must be approved by the Department Head (Director level or higher).**

Requesting Dept.: _____ Request Date: _____

Contact Name: _____ Email: _____

Phone No: _____

Building / Facility: _____

Location / Rooms: _____

Document Type: Plan(s) O&M Manuals Specifications Other: _____

Document Format: Electronic PDF DWG Other: _____

Print Size(s): _____

(Printed copies are limited to 1; additional copies are Requester's responsibility.)

Purpose For Request:

Request Details:

Requestor's Signature: _____

Dept. Head's Name / Signature: _____ / _____

FM Review Comments (For Internal FM Use Only):