



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Alterations, Construction, Installation, Modification or Repair to USUHS Building Spaces

### Instruction 4270

(FAC)

SEP 30 2008

#### ABSTRACT

This Instruction assigns responsibilities and prescribes the procedures to be followed in the preparation and approval of the Uniformed Services University of the Health Sciences (USUHS) Form 5335.1, "USUHS Facilities Work Request."

**A. Reissuance and Purpose.**

This Instruction reissues USUHS Instruction 4270<sup>a</sup> and updates policy and responsibilities for alterations, construction, installation, modification or repairs to all building structures, surfaces and systems.

**B. Reference. See Enclosure 1.**

**C. Applicability.** This Instruction is applicable to all USUHS Personnel.

**D. Background.** The design and construction of the USU is a highly complex building system that must be operated and maintained to function properly and to remain consistent with the integrity and uniformity of the buildings.

**E. Policy.**

1. All work associated with alterations, construction, installation, modification or repair to USU building structures, surfaces, or systems shall be accomplished through the Facilities Division (FAC), under the

direction of the Assistant Vice President for Administration (AVA).

2. Requests for any changes to existing building structures, surfaces, or systems, no matter how minor in nature, will be directed to the FAC using USUHS Form 5335.1, "USUHS Facilities Work Request" (see Enclosure 2). Requests must be submitted on original form.

3. University employees shall not make any modifications, repairs, installations, or penetrations into any building structure, surface, or system without the consent and/or direction of the FAC.

**F. Procedure.**

1. Upon receipt of the USUHS Form 5335.1, "USUHS Facilities Work Request" FAC will return the pink copy of Form 5335.1 to the requesting Department/Activity. An e-mail will be sent to the e-mail address listed on Form 5335.1, with the

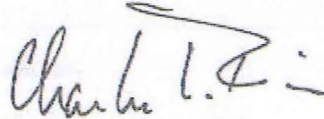
work order number for tracking purposes.

**G. Responsibilities.**

1. Department Chairpersons/Activity Heads: Ensure that all of their employees request any and all necessary services through the FAC.

2. Director, FAC: Review requests and provide necessary materials and manpower to accomplish the work in a safe and professional manner.

**H. Effective Date.** This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Charles L. Rice".

Charles L. Rice, M.D.  
President

**Enclosures:**

1. Reference
2. USUHS Form 5335.1

**REFERENCE**

- (a) USUHS Instruction No. 4270,  
"Alterations, Construction, Installation,  
Modification or Repair to USUHS  
Building Spaces," March 31, 1995  
(hereby canceled)



USUHS FACILITIES WORK REQUEST			
FROM: ACTIVITY / DEPARTMENT	DATE OF REQUEST	DATE REQUIRED	I.D. NUMBER
E-MAIL ADDRESS	ROOM NO.	TELEPHONE NO.	
THE FOLLOWING SERVICE / WORK REQUESTED:			
<input type="checkbox"/> PAINTING	<input type="checkbox"/> CARPENTRY	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> HOUSEKEEPING
<input type="checkbox"/> HVAC	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> LOCKSMITH	<input type="checkbox"/> PEST CONTROL
<input type="checkbox"/> GROUNDS <input type="checkbox"/> _____			
DESCRIBE IN DETAIL THE SERVICE / WORK TO BE PERFORMED. (Attach additional information as necessary.)			
JUSTIFICATION (Use reverse side, if necessary.)			
PRINT / TYPE NAME OF REQUESTING OFFICIAL		PRINT / TYPE NAME OF DEPARTMENT CHAIR / ACTIVITY HEAD	
SIGNATURE OF REQUESTING OFFICIAL		SIGNATURE OF DEPARTMENT CHAIR / ACTIVITY HEAD	
FOR FACILITIES USE ONLY			
REMARKS			
TECHNICIAN'S SIGNATURE		DATE COMPLETED	HOURS WORKED