

Instructions for filling out form:

Electronic forms:

To navigate between fields, either use the TAB key or the ARROW KEYS or the MOUSE. At this time, you can either save a copy of the form under a new name or print it for your copy. (See JR Numbering later in the instructions).

Fill in the 8 Digit Speed Type Number, Your Telephone Number, Your Room Number, The Building and Room Number of the Location where the work is to be done, a Description of the Work needed, The Date you'd like the Work finished (a Wish Date), and your "Best Guess" Budget Information.

When this information is completed, click on the "Submit Button". Please make sure that your Department Head or Department Administrator is copied for Approval.

After the request is submitted, a Job Request number (i.e. a Maximo number, 6 digits) will be assigned and e-mailed back to the Department Head or Department Administrator for distribution / reference.

2009 – 2010 Rates For Various Trades

Building Trades (Electrician, Plumber, Sheetmetal, Carpenter, Painter)	\$52.00/hr.
Refrigeration Technician	\$50.00/hr.
Autoclaves	\$51.00/hr
Estimates – Estimates taking 2 hours or less are free, more than 4 hours	\$59.00/hr after the first 2 hours.
Foreman (Project Management)	\$59.00/hr