

Pacific Oaks College and Children's School

Service Request Form



Requester's Name: _____ Extension: _____

Today's Date _____

Location

45 Eureka:

55 Eureka:

If you chose "Other," please explain:

Facility Services

Classroom

Carpet

HVAC (Heating & A/C)

Event Setup

Other

Office Services

Picture Hanging/Plaques

Bulletin Board Hanging

Create Name Plate

New Furniture**

Removal of Furniture

Office Move*

Relocation of Items

Rearrange Furniture

Other

Description of service requested (in as much detail as possible):

Please note that request for Office Move must be submitted at least **three weeks before anticipated move. This request must be approved by Department Head.*

***Please note that you will need to allow a minimum of **four weeks** for delivery in regard to request for New Furniture. Office Services is responsible for purchasing new furniture for the College and Children's School. This request must be approved by your Department Head.*

Department Approval

Name of Department Head: _____

Department Head Signature: _____

Date: _____