

BUILDING SERVICE REQUISITION

1. GENERAL

1.01 This Section describes the procedures to be followed when requesting Building Operating Forces to perform work other than routine maintenance or routine house service.

1.02 This Section is issued to replace Section V62.211 and to update information and exhibits contained in that Section.

2. BUILDING SERVICE REQUISITION

2.01 The building force is primarily responsible for maintaining and servicing buildings. A Building Service Requisition, FA Form SW-6119 (Exhibit 1), shall be issued for work requests. Requisitions are issued by the supervisor of the building and by departments requesting work. This work includes:

- Specialized Cleaning or Building Maintenance.
- Refinishing furniture.
- Removing items from building.
- Movement of furniture within building.

Prepared by Departments

2.02 Departments requesting work of building forces, other than routine house service (cleaning) or building maintenance will issue a Building Service Requisition in triplicate. Forward the three copies to the supervisor of the building who will approve the work. The supervisor of the building will assign a number to the Requisition and process according to the class of work in the following manner:

- (a) Requests for work, other than the movement of furniture or office equipment. The original shall be given to workman assigned to do the work. The duplicate shall be held by the supervisor of the building until original is received from workman on completion of the work. The triplicate is returned to issuing department for their records.
- (b) Requests for work that include the movement of furniture or office equipment that will be returned to issuing department. The original shall be given to workman assigned to do the work. This will also serve as authority for the workman to remove item(s) from the building for repairing or refinishing. The duplicate and triplicate shall be returned to issuing department. When the item(s) are returned, the duplicate shall be dated in the space titled "Date Returned" and forwarded to the supervisor of the building.
- (c) Requests for work that include the movement of furniture or office equipment that will not be returned to the issuing department. The original shall be given to workman assigned to do the work. This will also serve as authority for the workman to remove the item(s) from the building. The duplicate shall be used as a supporting document for inventory records on all items transferred,

traded in or junked. The supervisor of the building shall attach the duplicate to FA Form SN65, Material Transfer Report, or FA Form SW-6312, Salvage Adjustment and Retirement Report. The triplicate shall be returned to issuing department for their records.

Prepared by the Supervisor of the Building

2.03 Work requested by the American Telephone and Telegraph Company or other tenants which are to be billed individually should be handled in the same manner as described for departments (see 2.02).

2.04. The supervisor of the building may issue Building Service Requisitions in duplicate for house service, building maintenance, (except routine work assignments) Estimate, Routine Order work, etc. These Requisitions need not be numbered as they are only a memorandum of work to be performed. The original should be given to the workman assigned to do the work and the duplicate should be held by the supervisor of the building until the original has been received on completion of the work.

2.05 When work is charged to another state or operating area, a copy of the Building Service Requisition or papers describing the work should be attached to the work report for Accounting Department billing.

3. DATA REQUIRED ON BUILDING SERVICE REQUISITION

3.01 Date: Enter the day, month, and year on which the Building Service Requisition is prepared.

3.02 To: Enter the title of the supervisor in charge of the building.

3.03 The Following Work is Necessary: Enter here in concise form a description of the work requested.

3.04 When Wanted: Enter the month and day on which the work must be completed.

3.05 Signed: The Requisition is signed by the person delegated to perform such duties (include the Tel. No. in space required).

3.06 Charge: Enter the appropriate Functional Accounting information for the type work requested, if required.

(a) The Responsibility Code of the department representative initiating the request should be shown in the "Res. Code-Originating" space provided. The Responsibility Code to which the proposed work is to be Charged along with the corresponding Function Code, Environment Code and Percent should be shown in the space provided.

(b) Enter above the line titled "Room, Est., R. O., or C.W.O. Number" the appropriate information.

(c) Enter above the lines titled "Location Code" and "Account Code" the appropriate location and account to which the cost of the work should be charged.

3.07 Approved: All copies of each Building Service Requisition are approved by the supervisor in charge of the building before starting the work or moving items from the building.

3.08 Stock Material Used, Requisition or L.P.O. Number: The workman enters in this column all items used from stock and/or requisition or local purchase order numbers for material used on the job.

3.09 Labor Data: (To be filled in by workman.)

(a) Data: Each workman enters the month and day on which he worked on the Requisition.

(b) Names of Employees: Each workman enters his name opposite the respective date that he worked on the Requisition.

(c) Hours: Each workman enters the number of hours that he worked on the Requisition. (Indicate hours to nearest half hour expressed in decimals).

NOTE: Should the columns under "Material" and "Labor Data" be insufficient for all entries, a piece of paper the same size as the form, can be used and attached to the Building Service Requisition.

3.10 Total: The workman or foreman enters the total number of hours required for the job, including any entries on paper attached to the Requisition.

3.11 Building Service Requisition No.: The supervisor of the building stamps, on all copies, the number of departmental service requisitions.

3.12 If the request is for Move of Furniture or Office Equipment Check Here and Fill in Both Sides: A "✓" is placed in the square space by the issuing department if the work requested involves the movement of furniture or office equipment. The reverse side then is also filled in, (Exhibit 2).

3.13 Item: Enter the name of each item to be moved as it appears on the inventory record.

3.14 Property Tag or Serial No.: Enter the inventory or serial number (as in the case of typewriters) in this column opposite the respective item to be moved.

3.15 From: Enter the room number, space designation, or location from which each item is to be moved.

3.16 To: Enter the room number, space designation, or location to which each item is to be moved.

3.17 Reason*: Enter in this column the appropriate code letters (from the bottom of the form) to indicate the reason each item is to be moved.

3.18 Date Returned: The department issuing the Requisition enters in this space on the duplicate and triplicate copies the date on which all items in the request were returned. The duplicate is then forwarded to the supervisor of the building.

3.19 Rec'd By: The department representative receiving the items moved from the originating location signs in this space. Persons taking items out of the building for repairs, etc., also place their signatures in this space.

3.20 Passed By: This space is used only on the original copy when items are moved out of the building. It is signed by the employee (usually a watchman or guard in larger buildings) who receives it from the person removing the item or items from the building. It is then forwarded to the supervisor of the building for further handling.

3.21 Date: The date the items are removed from the building is entered in this space on the original copy by the employee, whose signature appears in the space "Passed By."

