



MEMORANDUM

TO: _____

FROM: Lonnie Evans, Director
Building Maintenance and Construction

DATE: September 28, 2015

SUBJECT: Approval granted to Proceed with Self-Help Work

We have received your Customer Project Request (CR) seeking approval to accomplish self-help work in your facility. Your request has been assigned Job Number _____ for your reference.

_____, BMC estimator, phone 806.834.xxxx, has been given the responsibility of ensuring your requested work is performed in compliance with campus standards.

Listed below are procedures to assist you in the accomplishment of your work:

1. Prior to actually beginning work, Building Maintenance and Construction requires a drawing or sketch along with a detailed description of the project. **The requesting department will be responsible for providing a hazardous chemical survey from Environmental Health & Safety.** Building Maintenance and Construction must approve the scope of work and materials to be utilized.
2. Construction involving electrical or plumbing must be approved before being covered with sheetrock or cabinet-type materials as per **OP 61.35**. Contact 806.834.1406 for inspection and approval.
3. Upon completion of the work, again contact _____ for final approval.

Please direct inquiries to Eddie Ramirez at 806.834.2779.

LLE/er

xc: Mike Toombs, ODES