

MECHANICAL & AEROSPACE ENGINEERING MACHINE SHOP REQUEST FORM

1. Job Classification

Research (ERSD # _____) Education General Facility Service

2. Type of Service(s) Required:

Fabrication (welding, assembly, etc.)

Machining

Mechanical Repair

Other: _____

3. Requestor: _____ Office # _____ Ph. Ext. _____

4. Faculty Members Approval _____

5. Job Location (if other than shop) _____

6. Job Description: _____

_____ See Attachments

DO NOT WRITE BELOW THIS LINE

Job # _____ Shop assignment: Machine, Electronics, Design

Job Assigned to: _____ Date Assigned _____

For Shop Personnel
Date Started _____
Date Finished _____
Total Hours Required _____

Priority Classification _____

Comments on Job Assignment:
