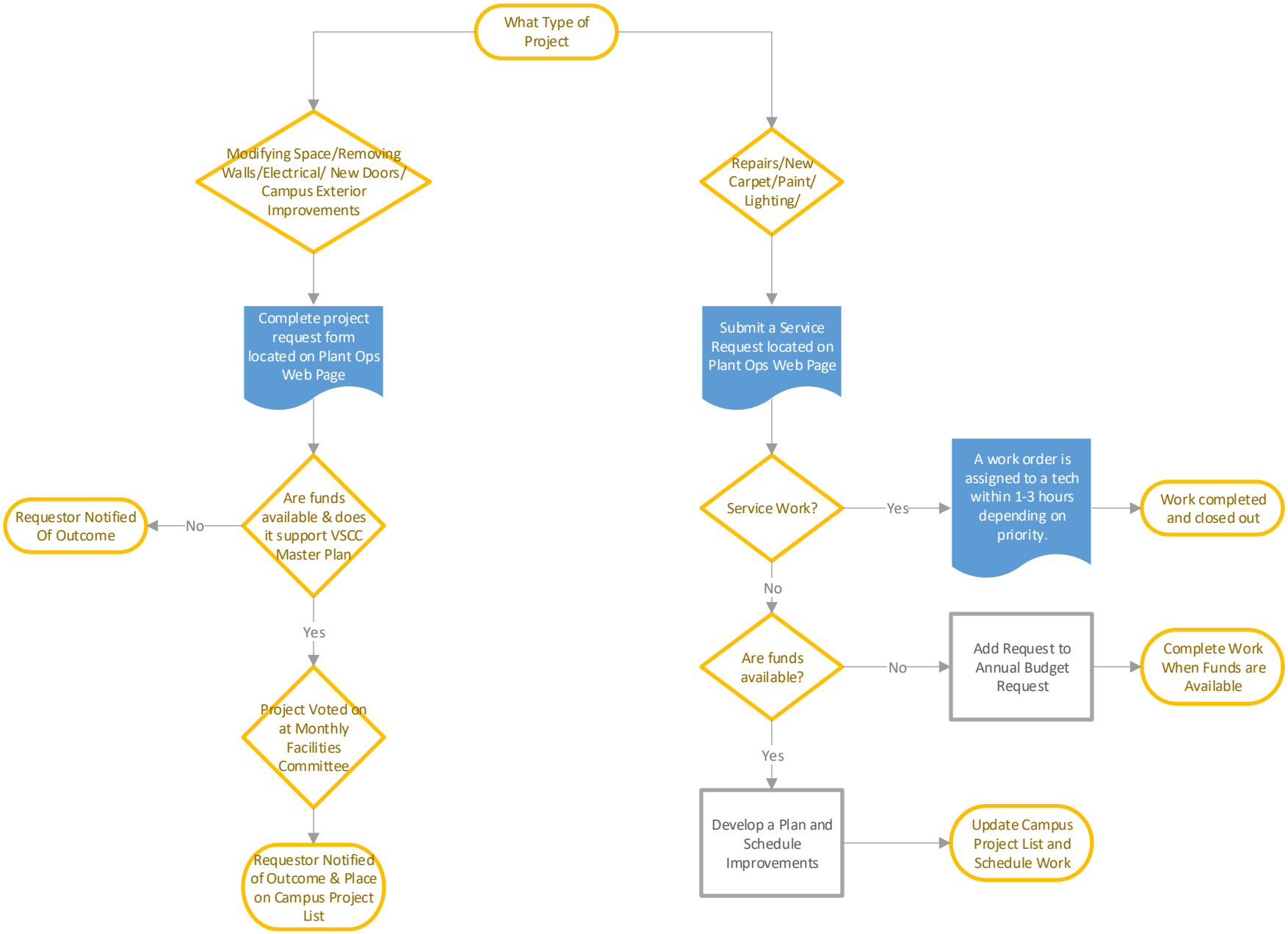
What Type of Project
Modifying Space/Removing Walls/Electrical/ New Doors/ Campus Exterior Improvements
Repairs/New Carpet/Paint/ Lighting/
Complete project request form located on Plant Ops Web Page
Submit a Service Request located on Plant Ops Web Page
Are funds available & does it support VSCC Master Plan
No
Requestor Notified Of Outcome
Yes
Project Voted on at Monthly Facilities Committee
Requestor Notified of Outcome & Place on Campus Project List
Service Work?
Yes
A work order is assigned to a tech within 1-3 hours depending on priority.
Work completed and closed out
No
Are funds available?
No
Add Request to Annual Budget Request
Complete Work When Funds are Available
Yes
Develop a Plan and Schedule Improvements
Update Campus Project List and Schedule Work