NEW CONSTRUCTION APPROVAL FORM
Texas Tech University Health Sciences Center

TO: .........................................................
Job Number ______________________________
Dept. ________________________________
Date ________________________________
Job Name ______________________________

FROM: Steve Cooper
Director, Plant Operations
________________________________________

Your New Construction Request has been estimated to cost approximately $ __________________________
This estimate does not include telephone, carpeting or computer services if required. Contact Communications Services, Facilities Planning or Computer Services for information.
Your department is responsible for all expenses associated with this project.

EXAMPLE

The estimated date of project completion is _____ working days after we receive final approval (below).
Unless otherwise instructed, we will charge account number ______________________________ for this project.
The project will be placed in suspense for 30 days or until we receive your response. If you wish to have the work accomplished, complete shaded area below and forward the entire attached package to Physical Plant. Upon receipt of the completed approval forms, Plant Operations will prepare a work order to proceed, and will schedule the project for completion. If you do not wish to have the work accomplished, or do not respond within 30 days, the estimate will be destroyed.

If there are any questions, please contact me at 3-2070.

FILL IN SHADED AREAS ONLY

SECTION V. FINAL APPROVALS
I have reviewed the attached project, the cost estimate and estimated schedule and authorize HSC Plant Operations to proceed with this project. The authorized signature below commits the department to funding the request as estimated.

______________________________  ______________________________  (date)
(typed name)                     (signature)                      

ASSOCIATE DIRECTOR/PHYSICAL PLANT

APPROVAL DATE ___________________  DECLINE DATE ___________________

THIS FORM IS COMPLETE, SEND ALL COPIES TO: PHYSICAL PLANT — 4C122 HSC

COPIES:
GREEN-Original  GOLDENROD-Physical Plant  BLUE-Plant Operations

ATTACHMENT B
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HSC OP 61.02
May 31, 2013