FAU FLORIDA ATLANTIC UNIVERSITY

University Architect & Associate VP
Policy & Procedure #25

TITLE **ACCESSING PLANS ROOM INFORMATION**

OBJECTIVE AND PURPOSE To file and maintain documents in the Plans Room in an organized system for future reference; and to provide a process for requesting copies

RESPONSIBILITY	**ACTION**
PROJECT MANAGER	♦ Review index of drawings on the viewer to identify drawing to be reproduced. ♦ If documents needed are not on the viewer, then schedule a time with the Plans Room Supervisor (PRS) to enter the plans room to locate documents to be reproduced. ♦ Complete and submit a ***Copy Request Form (Attachment "A")*** to the PRS.
PLANS ROOM SUPERVISOR	♦ Identify and pull prints to be reproduced. Leave a copy of request form in file drawer. ♦ Prints will be sent out for reproduction at the discretion of the Plans Room Supervisor. ♦ Upon receipt of reproductions, transmit prints to Project Manager. ♦ Return originals to appropriate drawer and remove request forms. ♦ Keep all completed request forms in order in a dedicated binder.

ATTACHMENT ***Copy Request Form- Attachment "A"***

Issued By: Richman	Date Issued: 4/1/2001	Date Revised: 11/2004	Effective Date:4/1/2001
			N/A
APPROVED:	Vice President	Associate V.P.	Director

FLORIDA ATLANTIC UNIVERSITY

FACILITIES PLANNING DEPARTMENT

COPY REQUEST FORM

REQUESTER: _____ **DATE:** _____

PROJECT #: _____ **BUILDING #:** _____

INDEX #:	# OF COPIES	SIZE	INDEX	# OF COPIES	SIZE

MORE THAN 10 COPIES WILL BE SENT OUT – PLEASE ENTER ACCT. #: _____

COMMENTS: _____

ATTACHMENT "A"