



# Gulf Coast Research Laboratory Physical Plant

## *GCRL Work Order Request Procedures*

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Services provided by the GCRL Physical Plant are classified into two categories: Physical Plant Services & Departmental Services.

### Physical Plant Services

Physical Plant Services are those for which the Physical Plant receives budget allocation and are therefore rendered without charge. Examples of Physical Plant Services include but are not limited to:

1. Routine maintenance of research and academic structures
2. Routine maintenance of walks, streets, driveways, landscaping and grounds
3. Operating and maintaining utility systems

Work order requests for Physical Plant Services at GCRL facilities should be submitted online via *In-Touch*. For any work order related issues, contact Diane Sison at 88008 or [diane.sison@usm.edu](mailto:diane.sison@usm.edu).

### Departmental Services

Departmental Services are the financial responsibility of individual GCRL units, for which Physical Plant does not receive budget allocation. Examples of Departmental Services include but are not limited to:

1. Alterations to buildings or structures for unit-specific needs
2. Addition of special equipment (laboratory equipment, special lighting, etc.)

Charges to the requesting unit for Departmental Services are on a cost-only basis for labor and material when the work is performed by the GCRL Physical Plant. A third-party bid or cost estimate(s) will be obtained for services outside the scope of Physical Plant capabilities or capacity.

### Obtaining Cost Estimates

Requests for Departmental Services should be submitted by budget authorities. This procedure is permissible if there is a clear understanding that, when such requests are made, there is an obligation on the part of the unit to honor the charge, which will be processed following rendering of the services.

Requests for cost estimates for modifications, alterations or other tasks must be submitted on a *Request for Cost Estimate for Departmental Services* form signed by the appropriate GCRL unit director (or Chair). The GCRL Physical Plant Director will review the request and, upon approval, route the request to the SOST Associate Director for GCRL for final approval. If approved, an estimate will then be prepared and returned to the originator of the request. The desired work may then be authorized by the director of the requesting unit upon confirmation that the identified budget string will be charged for all costs associated with the request (based on the cost estimate).

Cost estimates for work to be performed by GCRL Physical Plant staff will be generated by the GCRL Physical Plant Director or Superintendent. Estimates will include projected labor at the hourly rate(s) (inclusive of fringe) for the necessary GCRL trades personnel, plus material costs; third-party contractor costs will also be included based on obtained quotes, as necessary.



# Gulf Coast Research Laboratory Physical Plant

## *Request for Cost Estimate for Departmental Services*

Date: \_\_\_\_\_

Received by GCRL-PP: \_\_\_\_\_

From: \_\_\_\_\_

Unit: \_\_\_\_\_

### **Cost Estimate Information**

Building Name/Location: \_\_\_\_\_ Room Number: \_\_\_\_\_

Justification/Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Budget String to Charge for Work: \_\_\_\_\_

Special Conditions / Other Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Request Approved By:**

\_\_\_\_\_  
Unit Director / Chair Date

\_\_\_\_\_  
GCRL Physical Plant Director Date

\_\_\_\_\_  
SOST Associate Director for GCRL Date

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*Approval to Proceed: The requested work is approved to proceed and to be charged to the budget string identified above based on the cost estimate provided (attached).*

\_\_\_\_\_  
Unit Director / Chair Date