SAN DIEGO STATE UNIVERSITY  
REQUISITION CHECKLIST  

All requisitions for ventilation or HVAC systems, fume hoods, bio-safety cabinets, lasers, X-ray and radiation equipment, radioactive materials, hazardous chemicals, carcinogens, asbestos or controlled substances require signature approval by Environmental Health and Safety, ext. 46778.

Sue Blair, Associate Vice President of Human Resources and Risk Management

For other requisitions, initial the appropriate box to acknowledge awareness and compliance with appropriate requirements.

IF ITEM IS:

- Signage, interior and/or exterior window treatments (including blinds), murals, decorative treatments or classroom furniture. A work order has been filed with Physical Plant and includes ADA signage compliance, if applicable. (Questions should be referred to Facilities Planning and Management, ext. 45224.)

- Carpeting or modular furniture. A work order has been filed with Physical Plant if door bottoms or existing carpet cove will need to be removed or existing carpet is glued down over floor tile (latter will require a determination whether abatement of asbestos containing material is required) or modular furniture will require modification of electrical, HVAC, lights or changes in path of travel. (Questions should be referred to Physical Plant, ext. 44754.)

- Fans, heaters, air conditioners or other equipment (including computers) requiring power modifications or specialized power requirements. A work order has been filed with Physical Plant if equipment will require modification or check of electrical capacity. (Questions should be referred to Physical Plant, ext. 44754.)

- Computing Equipment. The Telecommunications and Network Services (TNS) preapproved equipment list has been reviewed. This item is listed or other arrangements have been made for maintenance. (Questions should be directed to TNS, ext. 47309.) NOTE: If requisition is over $100,000, please route to Ellene Gibbs, AVP for Enterprise Operations, ITAC Representative for signature.

- Security and fire alarms, portable hand-talkies and high-band radios. Alarm connections and equipment frequencies have been discussed with Public Safety. (Questions should be directed to Public Safety, Ext 44421.)

For additional information on any equipment requirements, we encourage you to contact the appropriate office prior to submitting a requisition.

If Physical Plant work is required and a work order has not been filed, Plant will schedule the work as time permits. Similarly, if equipment is ordered that is not compatible or does not meet requirements, it may not work.

Signature of Person Completing Form  
Date