St. Louis Community College

ENGINEERING SERVICE REQUEST (ESR)

INSTRUCTIONS

This form should be submitted by anyone who has a project, which needs Engineering and Design Services such as Preliminary Design, Study, Recommendations or Preliminary Plans, Preliminary Estimate, Final Plans and Specifications for a Contract or Plans and Specifications for a Work Order.

This form must be **approved and signed** by the appropriate Dean/Director. After approval, forward the form to the Manager Buildings and Grounds for review and to have a number assigned. The form will then be forwarded to the Campus President for **approval and signature** before finally being sent to Engineering and Design Department for the requested services.
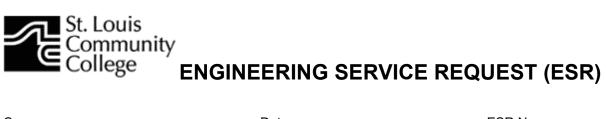
Funds Available and FOAPAL(s) as well as the **name of the person controlling the FOAPAL and their written approval** must be filled in for Final Plans and Specifications for a Contract and for any work requiring the assistance of a Consultant.

Please note building names, room numbers, etc. to define the area included in the project.

Please include sufficient information under "Description of Problem or Project" to provide some indication of the work required and/or problem to be addressed – attach a picture.

Under "Action Requested" please check appropriate boxes to indicate the type of action requested.

Incomplete forms will be returned which will slow down the processing of your request.

4/3/25

ENGINEERING SERVICE REQUEST (ESR)

St. Louis Community College

Campus _____ Date _____ ESR No. _____

Funds Available $_____ FOAPAL _____

Person Responsible for FOAPAL: _____ Signature: _____

LOCATION (Building or Area Including Room Numbers): _____

DESCRIPTION OF PROJECT/PROBLEM:

Requested by (for additional information contact): _____

Name of Business Manager or Supervisor _____

APPROVED BY:

Dean/Director _____

Physical Plant Review_____

Campus President Approval _____

ACTION REQUESTED:

☐ **Study and Make Recommendation**
☐ **Cost Estimate**
☐ **Preliminary Plans**

☐ **Final Plans and Specifications for Contract**
☐ **Plans and Specifications for Work Order**

For use by Engineering and Design:

TO: _____ CC: _____

TITLE: _____

Authorized by _____ Date _____

ACTION: