

CHILDREN'S NUTRITION RESEARCH CENTER
WORK REQUEST FOR ENGINEERING/MAINTENANCE

1. Date of Request _____
2. Requester _____
E-mail address _____
Phone # _____
Location of Problem/ Rm.: _____
3. Supervisor or Principal Investigator _____
4. Request approved by Center Director (Y/N): _____
5. Nature of Request:

6. If request involves equipment, please provide the following information:
Equipment Name: _____ Baylor ID# _____
Mfg. _____
Model # _____
Serial # _____
7. Contact Office of Environmental Safety to obtain a Safety Clearance Label for equipment that produces ionizing radiation or contains radioactive source materials (i.e. liquid scintillation counters, gamma counters, lasers - including DNA sequencing/analyzer units, and X-ray machines).
http://intranet.bcm.tmc.edu/index.cfm?tmp=research/enviro_safety/forms/form_taggedequip
8. Otherwise, clean the equipment in accordance with Baylor's guidelines for:
Radioactive decontamination [] and / or Biological decontamination []
***CNRC Mechanics will work on equipment that the requestor guarantees to have cleaned.**

Requester's signature _____

Supervisor's signature _____

FOR MAINTENANCE OFFICE USE ONLY

Date rec'd: _____

Approved by: _____

Director approved _____

Work order # _____

Priority # _____

Physical Plant Req. # _____

Assigned to: _____