

# SINGLE WORKSTATION SERVICE REQUEST

DAS NUMBER: \_\_\_\_\_

DAS USE ONLY

Form available electronically at <http://oregon.gov/DAS/Facilities/Pages/Forms.aspx>.

Requesting agency name & division: \_\_\_\_\_

Agency mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Requesting agency contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

State-owned facility

State-leased facility

Estimated project cost

\$ \_\_\_\_\_

Furniture Items:  
(mark all that apply)

*Items available are  
based on inventory  
currently in stock.*

- Work surface
- Panel change
- Keyboard tray
- Task light
- Shelf or overhead cabinet
- Pedestal file or lateral file
- Tackboard
- Pencil tray

Single person move

Add additional components to workstation

Remove components from workstation

Computer and phones need to be moved

Work surface height change

Seated height: \_\_\_\_\_

Surface height: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Building / Floor / Room \_\_\_\_\_

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

Title of Project \_\_\_\_\_

Short description of proposed project, such as :single person furniture workstation modification

Est. Start Date \_\_\_\_\_

Est. Completion Date \_\_\_\_\_

Scope of work required (Please attach more detailed description if more space is needed.):

Requesting  
Agency \_\_\_\_\_

Date  
Signed \_\_\_\_\_

By \_\_\_\_\_

(Please print name of agency supervisor authorizing this request)

\_\_\_\_\_  
Signature of agency supervisor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

The Requesting Agency agrees to comply with all conditions established by Administrative Services as part of its approval of this request. Requests submitted by 12 p.m. on Tuesdays may be installed the following week on a "Service Day", which occur on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month.

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## DAS USE ONLY

DAS Internal accounting: PCA \_\_\_\_\_

Project/Phase \_\_\_\_\_

By \_\_\_\_\_

Signature Department of Administrative Services

DAS Interior Project Manager

Phone \_\_\_\_\_

**Email to: [WorkSpace.Planning@oregon.gov](mailto:WorkSpace.Planning@oregon.gov)**

Or mail to: DAS Real Estate Services, 1225 Ferry Street SE, U100, Salem, OR 97301-4281

# Furniture Service Request

## Requesting modifications to single workstations - New Process

### Step 1:

Review your request with your supervisor and get supervisor's approval prior to sending in your request.

### Step 2:

Fill out the "Furniture Services Request" form for each workstation.

Location of form: website under "forms".

Form includes:

- Name of employee
- Contact information
- Description of modifications requested
- Signature of approving supervisor is required for proper billing of services and furniture.

### Step 3:

Email the "Furniture Services Request" form to: [WorkSpace.Planning@oregon.gov](mailto:WorkSpace.Planning@oregon.gov)

Or mail to: DAS Real Estate Services, 1225 Ferry Street SE, U100, Salem, OR 97301-4281

**Service days** for single workstation modifications are the **2<sup>nd</sup> and 4<sup>th</sup> Thursdays** of each month. Completed and signed Furniture Services Requests forms must be in our office by 12 p.m. on Tuesdays for work to be done the following week. Orders are filled with furniture inventory available, in the order received. Any special needs that require an order from the manufacturer will be scheduled upon the delivery of the furniture.

### Step 4:

- Interior Project Manager (IPM) will acknowledge that your request is received.
- Inventory will be inspected to determine if the furniture components are in stock. If not available, the IPM will issue a purchase order to Accurate Corporate Services to order them for you.
- Schedules are coordinated for installation of the workstation by Accurate Corporate Services and TSC to temporarily move the phone and computer on the next scheduled service day.
- Installation will take place on the next service day (either the 2<sup>nd</sup> or 4<sup>th</sup> Thursday of each month).

### Step 5: Installation Day

- The IPM assigned will be on site the day the modifications are scheduled.
- When installation is complete, requesting agency supervisor acknowledges that installation is completed to your satisfaction.
- Invoices from Accurate for furniture and labor charges will be sent directly to the requesting agency authorizing supervisor for payment. IPM will review the invoices to ensure billing is accurate.
- Invoice is paid by the requesting agency or the DAS Division receiving the services.

This process applies only for those simple one workstation modifications like moving one person from one workstation to another, changing the height of work surfaces, or adding or removing components to or from one workstation. For larger projects, a Design and Interior Project Management Service Request form must be submitted. Form is available electronically at <http://oregon.gov/DAS/Facilities/Pages/Forms.aspx>.