

Telephone & Data Request Form

Date:

To: Facilities Planning and Management
Fax: (619) 583-5439
Phone: (619) 594-0276

Contact Information:

Requestor:

Phone: _____ Fax: _____

E-mail: _____

Work Order Information:

End User First and Last Name:

Location: _____ Suite: _____ Room (if applicable): _____

Banner Fund Number (Used to verify grant information only): _____

Foundation Administrator:

Jack #:

Jack Location: _____ Suite: _____ Room (if applicable): _____

Phone: _____

Brief Description of Telephone and or Data Needs:

The SDSU Research Foundation provides telephone and Ethernet (data) infrastructure (building hardware, switches, wall cabling and jacks) and activation of that infrastructure, as required for research Project space. Service is provided through SDSU, to meet SDSU standards, as the service is connected to University servers and systems; however, the service and provider may vary at off-site properties.

The Facilities Planning & Management office can assist with service requests for activations, relocations, and troubleshooting, for all types of research Projects, through TNS or third party work order submittal and coordination. Standard TNS lead times are typically 2 - 4 weeks from work order submittal. Projects shall submit account information prior to issuance of work order. If work is requested to be paid by the Research Foundation, Facilities Planning & Management staff shall approve proposed expenses prior to issuance of work order. If a project wishes to submit a work order internally per TNS procedures and the work is requested to be paid by the Research Foundation, approval by Facilities Planning & Management staff must be obtained prior to work order submittal. Please note the Project shall be responsible for recurring monthly telephone usage fees, telephone device rental fees, and the purchase and maintenance of any IT or computer equipment specific to the Project's use.