



Utilities & Building Operations

Request for investigation of building mechanical services

Purpose:

This form shall be submitted to Building Mechanical Services department when they are required to assist with **any** investigation work associated with mechanical building systems, including future requests for shut down of mechanical building services.

Process:

STEP #1 (by U of T requestor)

To be sent to the Sr. Manager, Building Mechanical Systems and affected Area Manager, Operations and Maintenance

To: Utilities & Building Operations Date: _____

Attention: Raymond Monteiro, director, Utilities & Building Operations
raymond.monteiro@utoronto.ca

Area:	North	John Walker	jd.walker@utoronto.ca	416-978-5064
	Southwest	Jasmeet Bali	jasmeet.bali@utoronto.ca	416-978-7108
	Southeast	Artur Syrek	art.syrek@utoronto.ca	416-978-8645
	Central	Christine Tan	cy.tan@utoronto.ca	416-946-8169

Building: _____

Project: _____

Project No. _____

Description of planned work and systems to be investigated

The requestor shall put as many details as possible in this section, to describe the planned work that requires isolation of mechanical building services and/or the systems that need to be investigated

Name of contractor and contact person: _____

Name of U of T Trades: _____

Charge to: _____

Service Order Number: _____

Name of U of T Requestor: _____

Signature :



Utilities & Building Operations

STEP #2 (by U of T area manager)

No later than **two business days**, area manager or their designate will contact U of T requestor and coordinate next steps, arrange for meeting on site, etc.

[Click Here to send this document to area managers:](#)