

Professional Design Services

In accordance with [Virginia Tech Policy 5405](#), all professional design service requests must go through the renovations work order process. Departments are not authorized to purchase these services directly through [Procurement](#). Departments must contact [Facilities](#) to purchase these services. After consulting with the end user, the [Renovations Department](#) will initiate the order with Procurement.

To enter repair requests, contact [Facilities Customer Service](#).

Facilities Oversight Procedure

To ensure that the necessary building alterations/requirements will be in place when your equipment or services arrive, submit an Interdepartmental Service Request (ISR) in HokieMart as soon as possible.

- a. Choose VT Facilities Services as the vendor from the drop-down menu
- b. Enter the cost as \$1.00.
- c. Explain your new equipment purchase, any special needs, expected location and anticipated delivery date.
- d. Attach a copy of the quotation and purchase order
- e. Share the Pre-Installation Guide, if available, from the vendor

Facilities will assign a project manager and HokieServ work order number.