



**DOCUMENT REQUEST FORM**

**CAD Files:**

Facility floor plans and campus mapping files (Buildings, Roads, Infrastructure, etc...) are available upon request. These files will only be distributed to either those affiliated with or, those performing official business with UMass Dartmouth.

Students requesting CAD files in support of academic projects must have their professors provide a written request via email to the CAD Drafter ([bgempp@umassd.edu](mailto:bgempp@umassd.edu)).

**Hard Copy Maps / Plans:**

The FPDC office houses hard copy plans for University facilities. Access requires prior approval by the FPDC Office. Access will be granted to either those affiliated with or, those performing official business with UMass Dartmouth.

Name: \_\_\_\_\_ Department/Firm: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Date: \_\_\_\_\_

What is being requested? *(Include detailed list of documents required. Use a separate page for description if needed.)*

Is this related to an alteration/renovation?  Yes  No

Department: \_\_\_\_\_ Project Title: \_\_\_\_\_

Please allow one week for delivery of documents, but if documents required sooner, please call Bruce at x8780. Copy jobs exceeding a total of 10 copies (typical sheet = 24x36) will be sent out to a local reprographics shop for printing. Jobs sent out require the customer to provide either a charge account number or a purchase order number.

Amount not to exceed: \$ \_\_\_\_\_ Speedtype # \_\_\_\_\_

**Return this form to Bruce Gempp ([bgempp@umassd.edu](mailto:bgempp@umassd.edu)) Rm 007 Administration Building**