

REQUESTER OF RESOURCE
(Agency, Contractor, Designer)

OFFICE OF STATE BUILDINGS

OFFICE OF TELECOMM
MANAGEMENT (OTM)

Requester acquires & fills
in form, & sends to OSB
for approval

OSB verify need and approves
the request, signs form and
sends to OTM for assignment
of resource

OTM checks database, assigns
resource, site visit to verify
availability and dB loss if
needed

OTM sends form to OSB and
notifies ISB if needed (heads
up)

OSB sends approval and
assignment to requester and
notifies building manager of
pending order

Requester schedules work
and notifies OSB when
work will take place (48
hr notice required)

OSB sends notification to
building manager, OTM, (ISB
if needed) of work schedule
and provides access to closets

When complete, requester
notifies OSB that work is
complete

OSB notifies OTM (& ISB if
needed) that work is complete

OTM inspects completed work
on a random basis, sends punch
list if needed (access procedure
same as for new work)

