Facility Operations

CARPET REQUEST PROCEDURE

1. Departments must submit a Work Order Request including a GL String (Required) for the new carpet.

2. Carpet choices may be picked from samples of the requesting building's established color/carpet scheme. Carpet samples are available from the Director of Planning, Design, & Construction (PDC).

3. After carpet choice has been made, departments will need to contact Pittsburg Interiors (tim@pittsburginteriors.com, 620-235-9370). The work order number must be used as the PO number.

4. The department must inform Purchasing Procurement Specialist, Lindsey Mueller (lagrant@pittstate.edu) that a quote has been requested.

5. The department must send a copy of the price quote to the Facility Operations Construction and Repair Supervisor, John Foster (jafoster@pittstate.edu), Purchasing Procurement Specialist, Lindsey Mueller (lagrant@pittstate.edu), and PDC Director, Lindell Haverstic (lhaverstic@pittstate.edu).

6. The department must contact Purchasing Procurement Specialist, Lindsey Mueller (lagrant@pittstate.edu) for approval of price quote per contract.

If approved continue

7. The department must contact Pittsburg Interiors at 620-231-3102 to schedule installation. Pittsburg Interiors must be notified that the invoice should be sent to Kim Little (klittle@pittstate.edu). ***Invoice must have the PO number on it. See #3.***

8. The department must send a notification of installation schedule to Kim Little (klittle@pittstate.edu) for processing of the Project Exemption Certificate (PEC) if required. The following information should be included with the installation schedule: *building, room number, date to be completed, price and what work is being done.*

9. If furniture moving by Pittsburg Interiors is not included with carpet purchase, the department must coordinate and schedule the moving of furniture with Scott Broyles (sbroyles@pittstate.edu). Please provide as much notice as possible prior to the scheduled installation date so that the request can be accommodated.

10. Once installation is complete, the department must send a copy of the invoice to the Facility Operations Construction and Repair Supervisor, John Foster (jafoster@pittstate.edu) for warranty documentation and to Kim Little (klittle@pittstate.edu) for billing purposes.