

USF College of Engineering

Machine Shop Research Work Request



FOR SHOP USE ONLY			
W.O #:			
REQUEST DATE:		NEED DATE:	

ALL WORK REQUESTS SUBMITTED MUST FOLLOW THE "WORK REQUEST CHECKLIST" (SEE ATTACHED)

REQUESTOR (PERSON COMPLETING THIS FORM) – PLEASE PRINT LEGIBLY

NAME:			
E-Mail:			
PHONE:			
DEPARTMENT:			
PROJECT PURPOSE:	Research: <input type="checkbox"/>	Other: <input type="checkbox"/>	NOTE: NO PERSONAL PROJECTS
MATERIAL:			
Please Ensure That Safety Data Sheet(s) Is Attached For All Materials Included In Project.			

DESCRIPTION OF WORK (PROVIDE SKETCH/CAD)

COST OF WORK (MINIMUM OF ½ Hr.) **NOTE: FOR SHOP USE ONLY**

UNIT OF SALE	RATE/COST	Estimated Hours	TOTAL Hours
Category 1 - Machine	\$70/hr.		
Category 2 – Welding	\$65/hr.		
Category 3 – Wood Working	\$55/hr.		
Category 4 – Misc. Work.	\$50/hr.		
Materials & Supplies Cost			
Materials & Supplies Cost			

ESTIMATED COST	FINAL COST

CHART FIELD INFORMATION

OPER-UNIT	FUND CODE	DEPARTMENT ID	PRODUCT	INITIATIVE	PROJECT ID – If Required

FACULTY NAME (PRINT)

FACULTY SIGNATURE & DATE

MUST HAVE FBA SIGNATURE BEFORE WORK CAN BEGIN

FBA (PRINT)

FBA SIGNATURE & DATE

MACHINIST (PRINT)

MACHINIST SIGNATURE & DATE

College of Engineering

Machine Shop Work Request Guidelines for Research

- To submit a project- A work request, printed drawings, all material needed, and hardware must be all submitted at same time. Safety data sheets are required if using un-common material.
- Work request must include need date, contact information, chart field number, faculty name and signature and FBA name and signature.
- Be sure to use your resources when dimensioning your drawings (tap and drill charts, conversion charts, etc.) These can be found on-line.
- Proper size and shape of raw material must be submitted with drawings or it may not be accepted.
- Any parts requiring the use of a CNC router, 3D printer or laser cutter will have to go through the DFX lab located in ENB 110, as we do not have those capabilities yet.
- All drawings must be **to engineering drawing standards and must be in inches**. These must be working drawings.
- Any project requiring fixturing must include additional material upon submittal. (see machine shop contacts)
- Work requests and guidelines can be found outside the machine shop.
- Projects submitted are put into a work queue and worked on in order of submittal, however smaller projects may be moved up in the queue at the shop's discretion.
- **All work requests must have a written estimate from the shop before submitting to FBA.**
- **Projects without all required items will not be accepted.**

Machine Shop Contacts

Tony Villicana

Hours: Monday – Thursday from 7:00am - 4:30pm. Friday 7:00am -4:00pm.

Email: coeshop@usf.edu