



# CONSTRUCTION FIELD SITE IT EQUIPMENT REQUEST FORM

IIC Fields (Required)	IT Fields
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<b>Today's Date:</b>		<b>Installation Date:</b>	
<b>Work Requested:</b>		<b>Installed By:</b>	

Field Office & Job Information		Contact Information	
ECMS Project #:		Inspector In Charge:	
District:		Cell Phone:	
County:		Field Office Phone:	
Municipality of Field Office:		Email:	
SR/Section OR Project Title:		Backup Contact: (Optional)	
Is Power/Internet Installed?		Backup Contact Cell Phone:	
If No, Enter Date for Install:		Other:	
<b>Equipment Required</b>		Will equipment/office be shared with an existing job? (Will a Router or Printer be shared with another job?)	Co-Located ECMS # ->
Computer Quantity			
Printer Quantity			

<b>Field Office Location:</b>		Note: Make sure to fill in <u>at least 1</u> of the location fields below	
Address:		GPS Coordinates:	

Detailed Directions from District Office:

General Notes & Comments:

Equipment Asset Information		
	Asset Tag #	DNS Hostname/IP Address
<b>Laptops / Desktops</b>		
<b>Docking Stations</b>		
<b>Monitors</b>		
<b>Multifunction Printers</b>		
<b>VPN Router</b>		

Installation/Equipment Notes:

**Note: IT will try to accommodate all requests within 5 business days of the Submitted Date. Please make sure Power and Internet are installed prior to submitting your request.**