Asbestos Abatement Request Form

Please complete this request form when in need of assistance from the Hazmat Abatement Crew. Any missing information may delay the process. This form should be submitted to the Facilities Call Center via email, fmcnotify@fmc.sc.edu, to generate a work order. If sheetrock is to be removed or if pictures are to be hung, please have the desired locations marked prior to the requested start date.

1. **Requester Information:** Name of Requester, name of Requestor’s personnel in charge of the jobsite, Requestor’s phone number.

2. **Alternate Contact Information:** Name and contact information of any on-site personnel, specialty trade workers, department/building representative, etc.

3. **Location of work to be performed:** Be specific, building name, room number, or general area.

4. **Detailed scope of work:** Be very specific. Include work that is to be completed and what surfaces will be disturbed, if any.

5. **Duration of work:** Provide a desired start date and a desired completion date.