



Data Request Form

CLIENT CONTACT INFORMATION: A minimum of **two full business days** is required to schedule and complete your request.

Name: _____ Dept/Company: _____
Date Needed: _____ Phone: _____ E-mail: _____

Stanford University Contact authorizing your request: _____ (to be validated in StanfordWho)

DATA FORMAT:

Electronic File type: dwg pdf other (specify) _____
Deliverable as: disk via e-mail or Secure/FTP *For deliverables via SFTP, we will send instructions to the email address listed above.*

Paper Plot: Please specify paper size.

A (8.5"x 11") B (11"x 17") C (17"x 22") D (22"x 34") E (30"x 42") Other: _____ (max width is 36")

BASE AND UTILITY MAP DATA: Using the map on the back of this form, **MARK THE AREA to be plotted.**

Base: Typical Base Information (includes buildings, circulation, creeks, lakes, and text)

Utilities: ALL Domestic Water Lake Water Chilled Water Steam/Cond. Storm Drain Sanitary Sewer
 Electrical Street Lighting Communications Gas Recycled Water Hot Water

REQUEST DETAILS: Check all that apply.

ARCHIVE DATA:
(Facility ID, Project # and Sheets)

FLOOR PLAN DATA:
(Facility ID, and Floors)

CUSTOM MAP DETAIL:
(Outline area on the back of this form)

MAPS & RECORDS USE ONLY

Work Order # _____ & Approver _____

Received by: _____ Date Received: _____ Completed by: _____ Date Completed: _____

File Name: _____ Approximate Hours: _____

