



# Restoration Projects Request Form

In order to support restoration teams as efficiently as possible, team members should submit all requests for materials in writing. Please submit all requests to Dag Spicer in person or to his mailbox in staff mailroom (2<sup>nd</sup> Floor). All requests will be reviewed and responded to within 1 week.

Name: Bill Flora Date Submitted: 3-8-06

Project: 1401 Restoration

Item: 2<sup>nd</sup> & 3<sup>rd</sup> upper Read Rolls Date Needed: 3-8-06

Request Description:

The 2<sup>nd</sup> & 3<sup>rd</sup> upper Reader Feed rolls need replaced. We have no spare parts. Need to swap with visible storage machine. I will tag the parts.

*[Handwritten signature]*  
3/8/2006

Administrative Review

**APPROVED**

Reviewed By: D Spicer

Approved  Denied  Reason Denied:

Approved By: D Spicer

Date: 3/8/2006

