



Water Cooler Request Form – @M-7

Requester's Name:		Title:	
Department:			
Phone Number:		Fax Number:	
Room Number:		Mail Code:	
FOPAL Code:		Authorized Signature:	

- Bottle water is to be issued for patient service areas only.
- If potable water is unavailable, or if you are unsure of the water in your area, please contact the Facilities Management Plumbing Department at 860-679-2125. If potable water is deemed unavailable, then Fax this request to Logistics Management, at 860-679-1993.

Water Justification:	
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- This is a Patient Service Area

Signature:		Date:	
Written Name:			
<input type="checkbox"/> - I have checked with the Facilities Management Plumbing Shop, and potable water is not available.			
Signature:		Date:	
Written Name:			

Department Head's Signature:		Date:	
Written Name:			

Logistics Management – Office Use Only		
Date Sent to Water Vendor:		
Water Vendor Account Number:		
Inventory Location Number:		
Inventory Location Room Number:		
Average Inventory to Stock:		