

# DOCUMENT RESOURCE CENTER

## DOCUMENT REQUEST FORM

The request of any type of documents from the Document Resource Center (D.R.C.) requires the completion of the form below. This is to ensure the security of all the documents stored in the D.R.C. and for the CAD Technicians to better manage their professional time. CAD Technicians will pull the request at a scheduled time during their working hours to ensure that your request is met in a reasonable time frame, typically **4 – 5 days**.

### YOU MAY SUBMIT THE FORM VIA E-MAIL TO:

**Facilities Planning & Management**  
**Document Resource Center**  
[fpmdrc@cpp.edu](mailto:fpmdrc@cpp.edu)

### PRINT REQUESTS

Individuals requesting prints will be responsible to pay for deliverables. Printing may be done at any print location of one's choosing, either on or off campus.

Off campus reprographic service nearby: Boomerang Blueprint  
2425 Pomona Blvd. #A Pomona CA 91768  
909.594.2583

### INCLUDE THE FOLLOWING INFORMATION:

#### STUDENTS

- Class
- Project description
- Professor's information

#### FACULTY

- Department
- Semester
- Class

#### STAFF

- Department
- Project manager

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### CONTACT INFORMATION

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

### INSTRUCTIONS

Fill out each field on the form.  
When finished, save the document and attach it to the e-mail.

### AFFILIATION INFORMATION

**CHECK ONE: (IF YOU ARE A STUDENT, YOU MUST PROVIDE A PROFESSOR'S NAME, E-MAIL AND PHONE)**

- Student
- Faculty
- Staff
- Other

Professor	Email	Phone
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### REQUEST

Please be specific: (i.e. 2nd floor of CLA, classroom side, electrical plan, elevations, site plan etc.)

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### FILE FORMAT

- PDF
- CAD