

## HOW TO REQUEST A FLOOR PLAN DRAWING

Contractors and NIH employees may request a copy of floor plans drawing from Office of Facility Management (OFM).

### OFFICE PROCEDURE

- The requester will contact the OFM for copies of floor plan drawing.
- The OFM Assistant or staff will locate the floor plan drawing from the storage room. The floor plan drawings are filed numerical order.
- The OFM Assistant or staff will assist the requester in making the copies.

Concurrence:

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Chief, Office Facility Management, Clinical Center, Office of the Director