

PLEXIGLASS INSTALLATION REQUEST PROCESS

UCR Facilities Services is not able to assist with installation of barriers at this time. In order for the barriers to be allowed the steps below must be followed. Please read ["UCR GUIDANCE DOCUMENT FOR PHYSICAL BARRIERS IN SUPPORT OF COVID-19 PREVENTION EFFORTS"](#) prior to beginning this process.

1. Prior to contacting a vendor, request an evaluation from EH&S. If EH&S recommends beneficial or allows non-beneficial barriers, you will be notified in writing of authorization to work with a vendor to acquire the barriers and secure installation services.
2. Once a vendor is chosen and the barrier is designed/selected you must submit the quote with installation details to the EH&S associate you worked with for review.
3. Depending on the size, methods of attachment, and additional area modifications required the plan may need to be submitted for a building permit. If a permit is not required, you will be notified that your unit can proceed with the purchase.
4. If a permit is required, it must be submitted to [UCR Building & Safety](#). Additional instructions on that process are available on their website.
5. Once a permit has been approved, the purchase and installation may go forward. An inspection may be required to close the permit.

RESOURCES



[UCR Campus Return Website](#)

[EH&S COVID-19 Website](#)

[Facilities Services COVID-19 Return Support Information](#)

[UCR Building & Safety](#)



[Cal/OSHA COVID-19 Prevention Emergency Temporary Standards](#)



[Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace](#)



[Proper Use of Barriers \(Plexiglass/Lexan\) in the Workplace](#)
