

Work Order for Physical Facilities Maintenance/Construction Service Request

1. **For paint and patch, minor office maintenance, keys, etc.** submit a work order 12 weeks before new faculty arrives. The work order should be in the following format:

Go to “**Hot Spots**” and click “**Physical Facilities Maintenance/Construction Service Request**”. (see example on next page)

In the Request Description, type: “**Faculty On-boarding** – *new faculty’s name*”. The physical facilities staff will know to route the request to the appropriate construction coordinator and contact you for questions relating to the physical facilities needs for the new faculty member. In the additional comments section – add the items that need to be done. *Major construction/renovation may take longer than 6 months.

Before you send the work order review the following questions that the physical facilities staff member will ask you:

- Do you have designated office/lab space for your faculty member?
- Does the space for the faculty member need construction/renovation?
- Is there any special equipment ordered for or coming for the new faculty member that needs special accommodation?
- Does the space for the faculty member need any minor maintenance –
 - Paint and Patch
 - Lighting
 - Outlets
 - Other
- Do you need office keys or other keys for your new faculty members? If so, what are the room numbers for which they will need access?
- Have you assisted your faculty member with completing the vehicle registration form for their parking access? If not, please have the faculty member go to Lawson and click on the Parking Request tab.

2. **For Parking Location and Decal:**

Assist the faculty member with completing the “**Vehicle Registration Form**” in Lawson. The form will be viewable as a tab in the faculty member’s Lawson portal. (Only faculty and director level and above employees will have this feature in Lawson) The vehicle decal can be picked up and the lead or faculty member can put the decal on the faculty member’s car on the bottom left hand corner of the back windshield. Any questions regarding parking or vehicle registration should be directed to Bill Horton, Director of Parking and Transportation Services at ext. 41416 or by e-mail at whorton2@umc.edu.

Questions - call Physical Facilities at ext. 41420.

Example of the Physical Facilities Work Order Format:

**UMMC Division of Physical Facilities
Maintenance/Construction Service Request**

Please call in all emergency and urgent requests to extension 4-1420

Work Order Create

*Location:	N-143
Request Description:	Faculty On-boarding - Dr. Joe Smith
*Requester Full Name:	Kathleen Pipitone
*Requester Phone Number:	984-5004
*Email Address:	kpipitone@som.umsmc.edu
Additional Comments:	
Completion Comments:	

Send

Version: 2009.4.1.124 [Logout](#)

*Required fields for entering a service request.
*Input only one Email Address

To lookup Work Orders click on the Work Order Query link.
Enter the Work Order Number or the Work Order Date.