

Important information on facilities requests (Room clean up)

Article Number: 940 | Last Updated: Wed, Dec 12, 2018 at 12:15 PM

There is 2 different request forms that need to be specified depending on the type of work request for classrooms.

When we are putting in work orders for clean up in classrooms regarding furniture like desks, broken chairs or general furniture maintenance the works orders must be submitted only through Facilities work request.

<https://helpdesk.ok.ubc.ca/itmdb/?module=auth&action=archibus.public&target=workrequest>

When we are requesting clean up of spills or general room clean up we must use the Custodial work request.

https://ubc.ca1.qualtrics.com/jfe/form/SV_6z2sL6JCRscch5b

If a clean up order is put through the facilities work request they won't take care of it. The Custodial work request goes directly to best service pros who will deal with it.

Felipe Munoz

Audio Visual coordinator

UBC IT, Media and Classroom Services
The University of British Columbia | Okanagan
1.250.807.8123

felipe.munoz@ubc.ca
<https://it.ok.ubc.ca/>

Posted by: Felipe Munoz - Wed, Dec 12, 2018 at 12:15 PM. This article has been viewed 1110 times.

Online URL: <https://knowit.ok.ubc.ca/article/important-information-on-facilities-requests-room-clean-up-940.html>