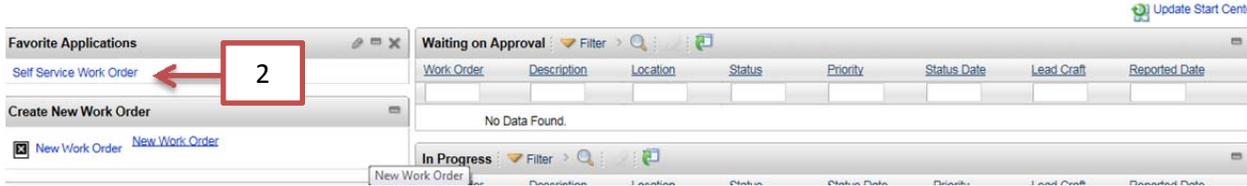


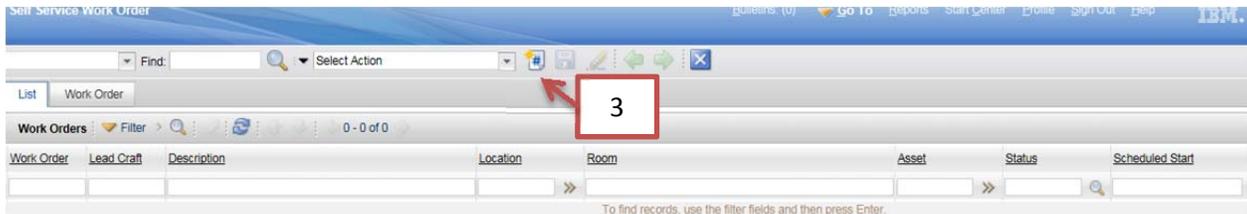
# DIY: Facilities Management Work Order Instructions

## PROCESS

1. Log into Maximo using credentials emailed to you by Facilities Management.
2. Click on "Self Service Work Order"

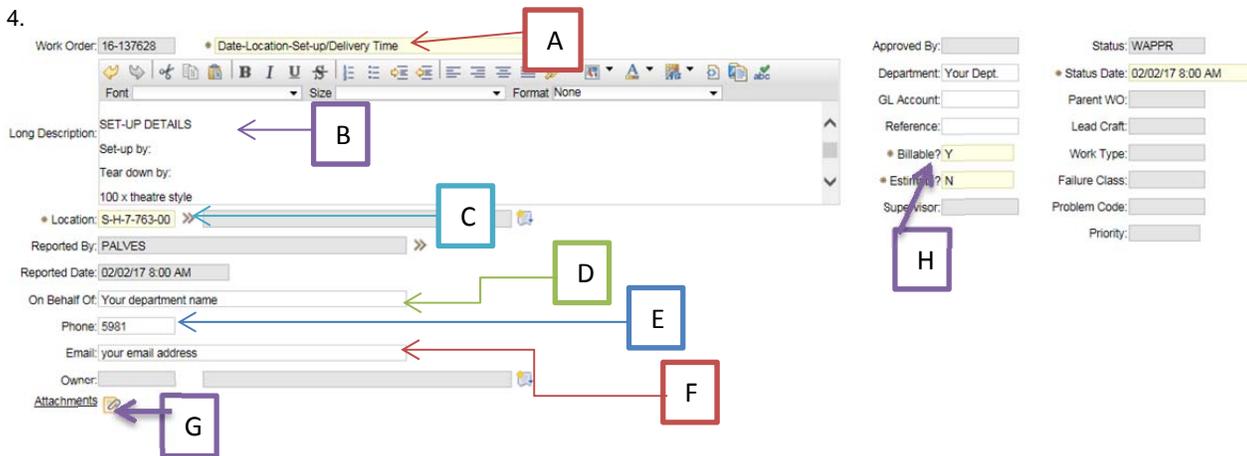


3. Click on the icon called "New Work Order"



Now you are ready to start creating your work order. Follow the below instructions.

Only complete fields with letters indicated in the print screen. Blank fields need not be completed.



**A) Short description:** Indicate: Date-Location-Set-up/delivery time

**B) Long description:** should be completed as per templates on p. 2

**C) Location:**

- Click on the >>
- Click "select value"
- Press enter key
- S-H-7-763-00(Campus-building-floor-room)

**D) On Behalf Of:** indicate your department name

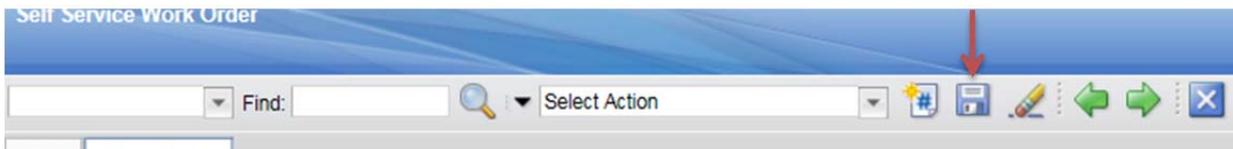
**E) Phone:** Your phone number

**F) Email:** your email

**G) Attach confirmation** (space or furniture)

**H) Billable** – mark "Y" for yes

Be sure to press the save icon



## **LONG DESCRIPTION TEMPLATES**

### Template for Events

Date of event: March 29, 2017  
Start time: 1 p.m.  
End Time: 3 p.m.  
Location: H-760

#### **Furniture Managed by Hospitality Concordia**

Note: Furniture must be reserved with Hospitality Concordia before making your work order. Please visit MyEvents to place your request (Form-Book Equipment)

1 Podium and 6 x cocktail tables

#### **Furniture managed by Facilities Management**

To view what furniture options are available under Facilities Management and to see maximum capacities in venues, please visit [Planning an Event](#).

**Option A: Default set-up (for details on default set-up LINK) OR Option B: Alternate set-up**

#### **Option B: Alternate set-up**

2 x tables for catering at back of room  
1 x easel

#### **Setup Details (delete line items that do not apply)**

Set-up by: 12 p.m.  
Tear down by 5 p.m.  
40 x theatre style  
2 x 6 ft. tables at back of room for food

#### **Cleaning**

Food/Drink - yes or no (recycling, garbage and a compost bin will be provided if there will be food)

**BUDGET CODE TO CHARGE: XXX XXX**

---

### Template for Table Kiosk

Date of event: March 1, 2017  
Start time: 10 a.m.  
End time: 4 p.m.  
Location: EV S2.200

#### **Furniture managed by Facilities Management**

1 X 6 ft. table and 2 X chairs

#### **Setup Details**

Set-up by: 9:00am  
Tear down by: 5:00pm  
1 x table  
2 x chairs

#### **Cleaning**

Food/Drink - no (recycling, garbage and a compost bin will be provided if there will be food)

**BUDGET CODE TO CHARGE: XXX XXX**

Note: This is only a facilities management request form. Facilities Management is not responsible for coordinating for catering and audio visual needs. For more information about planning tips and other service providers, please visit [Event Logistics](#)

**Good Luck with your Event!**