CREATING A SERVICE REQUEST RELATED TO ANOTHER SR

③

Service Request ID: 0000026862

Work Order ID:

Business Unit   UBC

Created On: 06/17/2014 10:46AM

Save   Create Work Order   Return to Inbox

Assignment and Status

Assigned To: Soriano,Caroline   🔍 📇   *Priority: 3-Standard ▾   **①**

Assigned By: *Start Date: 06/17/2014 📅

*Status: Assigned ▾   Related Request: 0000012345 🔍

Contact Information

Requested By: Ali Sidhu   Requested For: Sidhu,Ali   🔍

*Contact Preference: E-mail ▾

Email: ali.sidhu@ubc.ca

Phone: 73917

Alternate Contact: Lee

Request Detail

*Request Type: Facilities - Buildings ▾

*Service Type: Maintenance Request ▾

*Maintenance Type: -- Other -- ▾

*Service Center: University Services Building ▾

*Subject: training only   ✎

Description: Frank forward Mr. basement has water leak   ✎

▽ Service Location Information

*Department: Building ops

*Floor/Location: BASEMENT

*Room/Area: MR.

▽ Access Information

☐ Security Restricted Area   ☐ Classroom

☐ Alarmed Area   ☐ Special Clearance Required

☐ Special Keys Required   ☐ Other

If this is a request for an e Waste pick-up, it is your responsibility to wipe personal data from the hard-drive prior to pick-up.   For more E-waste information click here.

Access Contact: _____   (Name, Phone/Email)

▽ Other Location Information

☐ Animal Room   ☐ Chemical or Bio-Hazards

☐ Radiation   ☐ Other

If work is lab related, please complete and attach Form   Lab Clearance Form

Location Contact: _____   (Name, Phone/Email)

②

Enter Note: Completing this service request and creating a related service request.   ✎

☒ Notify Requester   ☐ Request Reply
☐ Private Note

Notes History

③

Caroline Soriano   01/21/15 2:04PM

Work delayed due to part is back ordered

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