REQUEST FOR SPACE INFORMATION UPDATES

1. Start by logging in to your CougarNet account

🖲 AccessUH		
SUSTAINABILIT	O ACCESSUH Support + Like to see a new service? D D D D D D D D D D D D D D D D D D D	South, Heights Room 224
⊙s	ecurity Alert: Job Scam Emails Reported at UH - Job Scam Emails Reported at UH (Aug 14, 2018 @ 3:08	tpm)
Help ^	ecurity Alert: Job Scam Emails Reported at UH - Job Scam Emails Reported at UH Oug 14, 2018 @ 3.08 Cougaritet Login MyUH Login	pm) Current Phishing Scams Reported at UH
	Cougaritet Login MyUH Login	Current Phishing Scams

2. Locate and click the <u>FIX-IT Service Request</u>

University Services					8
Blackboard Learn 9 Cougars Coopcare	CougarCard CougarCard	Consist EVALUATION Faculty/Course Evaluation	MEAL PLANS	NSSE Office 365	PEAR Student Register My WiFi Device
	Software Download Student Training	LA.P. Employee Online Training		my ⁹ arking Account myUH Self Service	
Administrative Services					0
		Concur Self Service	HR Taleo Recruiting		

3. Click the Service Requests button

famis [•]	
Fix-it Requests Key Request	
	Select a Site
	00730 UNIVERSITY OF HOUSTON
	00783 UNIVERSITY OF HOUSTON SYSTEM
Click the Create Serv	r <u>ice Request</u> button
<i>famis</i>	
Fix-it Requests Key Request	
Display So	rvice Requests
Search	
	Search Go Advanced Search

Date Status Conv Project Requestor Alt Requestor Maint Type Site Building I

Create Service Request

5. Fill in required information

4.

amis [.]	
Fix-it Requests Key Request	
	Create Service Request: Confirm Requestor - Step 1 of 5
	Confirm Requestor Select Service Enter Service Details Enter Location Review
	Requestor
	Requestor
	Phone Pager
	Cell Phone E-mail
	Pepartment * Mail Code
	Alternate Requestor Phone
	" indicates a mandatory field
	Cancel Next

6. Click option number <u>4.All Other Campus Requests (General and Education Specs)</u>

	Request: Select Service - Step 2 of 5	<u> </u>
Confirm Requesto	Select Service Enter Service Details Enter Locatio	n Review
vailable Servi	es	
	Y PARTNER REQUESTS	
	RESIDENT REQUESTS	
• 3 3RD PAR	Y MANAGEMENT COMPANIES R CAMPUS REQUESTS (GENERAL AND EDUCATION	

Cancel Back

7. Locate and click <u>Space Information Updates</u>

	ite Service Request: Select Service - Step 2 of 5
rea	ne beivice Request. belect beivice - step 2 01 5
Conf	firm Requestor Select Service Enter Service Details Enter Location Review
ervi	ices within 4. ALL OTHER CAMPUS REQUESTS (GENERAL AND EDUCATION SPACES
	ANIMAL & PEST CONTROL
	AUTO & FLEET
	CENTRAL PLANT
•	CUSTODIAL / HOUSEKEEPING
•	DOORS / LOCKS / KEYS
	ELECTRICAL & LIGHTING
	ELECTRONIC ACCESS CONTROL DEPARTMENT
	ELEVATOR
	EVENT SUPPORT
	FIRE ALARM
	GENERAL MAINTENANCE & REPAIR GROUNDS MAINTENANCE
	HEATING & COOLING
	MECHANICAL AND FABRICATION SERVICES
	MOVING / DELIVERY REQUEST
	PLUMBING
	PROJECT / RENOVATION - FP&C
	PROJECT / RENOVATION - MIC
•	REQUEST A CAMPUS MAP
	SIGNAGE
	SOLID WASTE / RECYLING
	SPACE INFORMATION UPDATES

Cancel Back

8. Choose one of the follwoing

Create Service F	Request: Select Service - Step 2 of 5
Confirm Requestor	Select Service Enter Service Details Enter Location Review
Services within:	: 4. ALL OTHER CAMPUS REQUESTS (GENERAL AND EDUCATION SPACES) - SPACE INFORMATION UPDA
OTHER SPACE CHANGE DEF UPDATE FLO	PARTMENT SPACE OWNER

9. Input information needed

Confirm Requestor S	elect Service Enter Service Details Enter Location Review
Work Description	
Work Title	UPDATE FLOOR PLAN
Description of Work	
	o preserve the text formatting, please hit "Enter" after each line. {Limit 3000 ch
Earliest Start Date	mm/dd/yyyy
Latest Completion Date	mm/dd/yyyy
Dates/Times Work Cannot be Done in Location	e.g. Mon & Fri 8am - 10am

Cancel Back Next

10. Input information needed

Confirm Requestor Selec	t Service Enter Service	Details Enter Location Revi	ew
lick on Button to make se	lection		
	Site	*	Building
	Floor		Room
Depa	rtment Code		
The Department Code inc	licates the department tha	t occupies the space where work	k is being done. (Optional)

Cancel Back Next

11. Click Finish

Confirm Requestor Select Servi	ce Enter Service Details Enter Location Review		
Requestor Information			
Requester Name	Requestor Phone		
Requestor Dept	Requestor Email		
Alt Requester Name	Alt Requestor Phone		
Service Description			
Earliest Start Date	Latest Completion Date		
Blackout Dates and Times	Work Title UPDATE FLOOR PLAN		
Description			
Location			
Site			
Building			
Floor			
Room			
Department Code			