

Purpose:	Verify correct information on a SR on a SR so the zone can efficiently prioritize the work	
When:	Reviewing and/or Submitting a SR in Maximo for a Fume Hood Hibernation or Un-Hibernation	
Who:	Unit Facility Representative	
Resources to Complete Tasks		
A computer	A Maximo account, with UFR access	
Service Request for a Fume Hood <u>Hibernation</u>		
1. While following SOP U1 or U2, verify the following information is provided on the SR:	<ul style="list-style-type: none"> a. Summary: Hibernate hood [with identification code] b. Long Description: <ul style="list-style-type: none"> • An estimate of how long the fume hood will be hibernated. • Contact information of the requestor (if the requestor information is not already displayed in the Requestor fields of the SR) should be here as well. • Additional information as needed. c. Classification: Repair, Maintenance, Service d. Priority: 30 e. Service: HVACR f. Crew: CONTROL g. GL Account: IT-R614705-?????-6470-???-?????????-000147 	
2. Important: Please verify the hood has been emptied of all contents prior to sending the SR to the zone.		
Service Request for a Fume Hood <u>Un-Hibernation</u>		
1. While following SOP U1 or U2, verify the following information is provided on the SR:	<ul style="list-style-type: none"> a. Summary: Un-hibernate hood [with identification code] b. Long Description: <ul style="list-style-type: none"> • Contact information of the requestor (if the requestor information is not already displayed in the Requestor fields of the SR) should be here as well. • Additional information as needed. c. Classification: Repair, Maintenance, Service d. Priority: 40 e. Service: HVACR f. Crew: CONTROL g. GL Account: IT-R614705-?????-6470-???-?????????-000147 h. Target Finish Date: 48 hours after SR reported date* 	
* There is a policy that hoods will be turned back on within 48 hours of SR submission.		
The Result Will Be:		
Appropriate information will be provided on a Maximo service request for a fume hood hibernation or un-hibernation service request before sending the SR to the zone. For a hibernation requests, hood will be emptied of all contents prior to sending the SR to the zone.		