



Service Requests for Fume Hood Hibernation/Un-Hibernation Zone Management

Purpose:	The triage of a Fume Hood Hibernation or Un-hibernation SR sent to the zone	
When:	A SR has been received for the hibernation or un-hibernation of a fume hood(s)	
Who:	Zone Facility Manager	
Resources to Complete Tasks		
A computer	A Maximo account, with Zone Management Access	
Perform These Tasks:	Do These Steps/Notes:	
Service Request for a Fume Hood Hibernation		
1. Follow SOP Z1, steps 1-4		
2. Verify the following information is provided on the SR (revise if necessary; contact the UFR or requestor if necessary).	<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 	
3. Re-route the SR to FM Operations	<ul style="list-style-type: none"> a. Click the <u>Workflow</u> button  b. Select "Re-route to Central Zone" c. Click "OK" 	

See page 2 for a Fume Hood Un-Hibernation SR

Service Request for a Fume Hood Un-Hibernation	
1. Follow SOP Z1, steps 1-4	
2. Verify the following information is provided on the SR (revise if necessary; contact the UFR or requestor if necessary).	<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* <i>*There is a policy that hoods will be turned back on within 48 hours of SR submission.</i>
3. Re-route the SR to FM Operations	<ul style="list-style-type: none"> a. Click the <u>Workflow</u> button  b. Select "Re-route to Central Zone" c. Click "OK"
<p>The Result Will Be: The zone will review a fume hood hibernation or un-hibernation service request, verify the correct information is provided on the SR, and re-route the SR to FM Operations.</p>	
<p>Reference Information:</p>	