

Health Science Center

Process for Building Assistance and Work Orders

For Emergencies and Threatening Situations:

Each atrium area has a phone and several rooms have a phone

Dial 911 for a life threatening emergency

Dial 789-9999 for other emergencies

Dial 789-9000 for request for assistance or dispatch

(UW-L University Police provide the security contract for the HSC)

For Custodial:

Call: 386-2518

Custodial staff should be the first line of contact and they will redirect the message to appropriate department.

Includes: water overflowing, spill on the floor, broken window, sidewalk not being salted in a timely manner etc.

Landscape/Grounds:

Call: 785-8585

Includes: Watering of landscape, weeds, plant overgrowth onto sidewalks, sidewalk snow removal, etc.

Work Orders:

How do I place a work order?

Work orders can be accessed at <http://www.uwlax.edu/PAPD/pdf-files/WorkOrderRequest.pdf> (an online form should be available shortly)

Do I need to complete a work order or can I just tell the custodial staff?

It is important to complete work orders for all requests, even if they are small (ie: my door squeaks). This will ensure it is moved forward appropriately and creates a paperwork trail.

Do I have to complete all the information?

1. For items such as (1) laminate needs to be re-glued, (2) lights out in room 2064, (3) squeaky door and (4) carpet stains etc. please complete the following:

Date
Location
Room Number
Originator
Telephone
Description of work to be performed
No account number is needed

2. For items such as (1) painting an office, (2) new shelves installed, (3) new white board and (4) structural/room changes etc. which will mostly likely have a 'expense' please complete the following:

Date
Location
Room Number
Originator
Telephone
Unit to be Charged
Date Needed
Estimate Required
Necessary Signatures
Description of work to be performed

Account Number:

Joint program requests – (ie: PT/PTA) – prior to request being submitted payment should be determined. Example: UW-L 50% and Western 50% - indicate on the work order the account number for UW-L and percentage and the billing information for Western and percentage.

UW-L only requests – use applicable account number

Non UW-L organizations – indicate on the work order the billing information for your organizations

General building or structural changes – forward request to Joanne Sandvick for HSC Management Group approval

Who should I send the work order to?

Address envelope to: UW-L Physical Plant

This can be placed in the UW-L interdepartmental mail bag, located in the 4th floor mail room. Mail is picked up at 11:00 am Monday through Friday.

If I am still unsure of the process, who can I ask for assistance?

Please contact Joanne Sandvick (La Crosse Medical Health Science Consortium office) at 785-5150 or at sandvick.joan@uwlax.edu.

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