

<b>Purpose:</b>	Verify correct information on a SR on a SR so the zone can efficiently prioritize the work	
<b>When:</b>	Reviewing and/or Submitting a SR in Maximo for a Fume Hood Hibernation or Un-Hibernation	
<b>Who:</b>	Unit Facility Representative	
<b>Resources to Complete Tasks</b>		
A computer	A Maximo account, with UFR access	
<b>Service Request for a Fume Hood <u>Hibernation</u></b>		
1. While following SOP U1 or U2, verify the following information is provided on the SR:	<ul style="list-style-type: none"> <li>a. Summary: Hibernate hood [with identification code]</li> <li>b. Long Description:                             <ul style="list-style-type: none"> <li>• An estimate of how long the fume hood will be hibernated.</li> <li>• 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.</li> <li>• Additional information as needed.</li> </ul> </li> <li>c. Classification: Repair, Maintenance, Service</li> <li>d. Priority: 30</li> <li>e. Service: HVACR</li> <li>f. Crew: CONTROL</li> <li>g. GL Account: IT-R614705-?????-6470-???-?????????-000147</li> </ul>	
2. Important: Please verify the hood has been emptied of all contents prior to sending the SR to the zone.		
<b>Service Request for a Fume Hood <u>Un-Hibernation</u></b>		
1. While following SOP U1 or U2, verify the following information is provided on the SR:	<ul style="list-style-type: none"> <li>a. Summary: Un-hibernate hood [with identification code]</li> <li>b. Long Description:                             <ul style="list-style-type: none"> <li>• 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.</li> <li>• Additional information as needed.</li> </ul> </li> <li>c. Classification: Repair, Maintenance, Service</li> <li>d. Priority: 40</li> <li>e. Service: HVACR</li> <li>f. Crew: CONTROL</li> <li>g. GL Account: IT-R614705-?????-6470-???-?????????-000147</li> <li>h. Target Finish Date: 48 hours after SR reported date*</li> </ul>	
* There is a policy that hoods will be turned back on within 48 hours of SR submission.		
<b>The Result Will Be:</b>		
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.		