



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

|   |   |  |
|---|---|--|
| <b>Purpose:</b>   | The triage of a Fume Hood Hibernation or Un-hibernation SR sent to the zone   |  |
| <b>When:</b>  | A SR has been received for the hibernation or un-hibernation of a fume hood(s)  |  |
| <b>Who:</b>   | Zone Facility Manager   |  |
| <b>Resources to Complete Tasks</b>  |   |  |
| A computer  | A Maximo account, with Zone Management Access   |  |
| <b>Perform These Tasks:</b>   |   |  |
| <b>Do These Steps/Notes:</b>  |   |  |
| <b>Service Request for a Fume Hood Hibernation</b>  |   |  |
| 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"> <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> |  |
| 3. Re-route the SR to FM Operations   | <ul style="list-style-type: none"> <li>a. Click the <u>Workflow</u> button </li> <li>b. Select "Re-route to Central Zone"</li> <li>c. Click "OK"</li> </ul>  |  |

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"> <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> <p><i>*There is a policy that hoods will be turned back on within 48 hours of SR submission.</i></p> |
| 3. Re-route the SR to FM Operations   | <ul style="list-style-type: none"> <li>a. Click the <u>Workflow</u> button </li> <li>b. Select "Re-route to Central Zone"</li> <li>c. Click "OK"</li> </ul>  |
| <p><b>The Result Will Be:</b><br/>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><b>Reference Information:</b></p>  |   |