

Do not submit a work order for the following items

- Paint, Carpet, Furniture, Keys/Cores: Please refer to http://fhs.mcmaster.ca/corporate/key_requests.html and http://fhs.mcmaster.ca/corporate/furniture_requests.html
- **Renovations:** Contact Asad Qureshi at Ext. 22854 or via email: gureshia@mcmaster.ca for projects/renovations (e.g.: doors, walls, etc.)

MDCL Building Work Orders/FHS Staff

FHS faculty/staff will enter work order requests through the Mosaic Maintenance Work Order system, as of March 2016. The AiM work order system has now been decommissioned.

(FHS) Department Work Orders

Depts. are fully responsible for the cost of the following work orders and a departmental *full eighteen digit Mosaic chartfield string must be provided:*

- Hanging of pictures, bulletin boards, etc.
- Fridges, freezers, microwaves, fume hoods, maintenance or installation of any lab equipment. electrical work, plumbing needs beyond as built repairs or installation
- Audio systems
- It is important to request an estimate for work prior to proceeding, to determine if a PO will be needed.

(FHS) Corporate Cost/No Departmental Cost for Work Orders

No Dept. chartfield is needed on the work order; please use "00" (zero) as the account number:

- Lighting in corridors, suites, common areas
- Washrooms (toilets, taps, etc.)
- Labs: Permanent As-Built Fixtures (i.e. fume hoods, flammable cabinets, benching, sinks, energy units, environmental rooms, safety equipment)
- Ceiling tiles
- Floor tiles

Research Accounts

- Consult with a Research Accountant in the FHS Research Finance Office for allowable costs. Costs of construction, renovation, rental of laboratories or supporting facilities may or may not be allowable.
- **Approval from the Research Finance Office must be obtained for costs over \$2,500 charged to research accounts before submitting a work order.**
- **For CFI accounts, all costs must be approved by the Research Finance Office.**

Work Order Inquiries

All work order inquiries should be directed to Engineering Services; they process and carry out all work orders.

General inquiries: ext. 75501/73891

Electrical Supervisor: Andrew Harrison, ext. 76192

Site Manager: Alan Buxton, ext. 77086

Mechanical Supervisor: Tony Cannon, ext. 77284

After Hours: Shift Engineer ext. 75432 / switchboard to have the Shift Engineer paged