

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 Khaled Ghawi at Ext. 22854 or via email: ghawik@mcmaster.ca for projects/renovations (e.g.: doors, walls, etc.)

Hospital Building (MUMC) Work Orders/FHS Staff

FHS faculty/staff will enter work order requests through “Maintenance Connection”, a web-based work order client. https://hhs.mcc-on.com/mc_web/onsite/mc_login.htm

MDCL Building Work Orders/FHS Staff

FHS faculty/staff will enter work order requests through the Mosaic Maintenance Management Work Order system. https://fsprd.mcmaster.ca/psc/prfsprd/EMPLOYEE/ERP/c/MANAGE_WORK_ORDER_FL.WM_MY_REQUESTS_FL.GBL

(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