

## SCIENTIFIC EQUIPMENT DISPOSAL FORM

Please post on equipment to indicate to Engineering/Facilities Services equipment to be disposed of.

OWNER: \_\_\_\_\_ ROOM: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ EXT: \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_ EXT: \_\_\_\_\_

EMAIL CONTACT: \_\_\_\_\_

ITEM: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_ MODEL NUMBER: \_\_\_\_\_

WORK ORDER NUMBER: \_\_\_\_\_

Item has been cleaned of all potential biological / chemical hazards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit work order to have item disposed of as per requirements of your location.

If item contains:     Radioactive sources     Mercury     Freon

Engineering Services / Facility Services needs to be made aware of the hazard present in information provided in work order.

Appropriate University Resource has provided necessary clearance (Health Physics)

Submit work order following the procedure outlined for your location. Fees will be charged for the removal of hazardous materials prior to disposal.

A second work order may be required for disposal of the item.

## Work Requests — Engineering

For **MUMC** building maintenance issues such as heating, electrical, noise, plumbing, etc., please submit a work request via the new **Maintenance Connection** system. Please use this link [http://hhs.mcc-on.com/mc\\_web/onsite/mc\\_login.htm](http://hhs.mcc-on.com/mc_web/onsite/mc_login.htm) to submit your work requests.

User ID's and passwords have been sent out to all departmental managers and designates (along with instructions). If you require further assistance, please contact Ron Lowe, HHS Engineering Site Manager via email at [loweron@hpsc.ca](mailto:loweron@hpsc.ca) or Alan Buxton, HHS Engineering Site Manager via email at [buxton@hpsc.ca](mailto:buxton@hpsc.ca)

For MUMC issues (i.e.: over-flowing toilets, floods, etc), call Ext. 75501

For assistance with accounts and work requests, please peruse the following documents:

[Work Order Summary Sheet](#) (Rev: October 2019)

[Work Order Q & A's](#) (Rev: October 2019)

For **MDCL and CRL**, please submit a work order through **MOSAIC** Main Menu > Finance > Employee Self-Service > Service Request > Service Request Wizard, or contact Facility Services at Ext. 24740.