

UCLA Facilities Service Request (FSR) Instructions for Internal Events

Thank you for utilizing UCLA Biology Administration event spaces and venues. Your department's Business or Accounting Office should be able to assist you in submitting Facilities Service Requests (FSR) electronically via the web portal. You will be creating a **Blanket order** to reuse for each request. Please have FAU and details ready and submit **at least two weeks prior** to event. BioAdmin will follow up with your team to confirm if FSR is completed.

Step 1. Enter the link in your browser: <http://fsr.admin.ucla.edu/> and click "New FSR" on left hand menu

Step 2. Enter 4-digit FS campus department code and click Go

Step 3. If you already have a blanket #, skip to Step 5. Else, select "Request a New Blanket Number for this FSR order" and click Submit

Step 4. Fill in and submit required fields making sure to include **email/CC** for our Reservation Inbox (reserveconferencerooms@lifesci.ucla.edu). Please note there is **No Alarm** and our rooms are **On Master**. Brief general description is fine for the initial blanket request.

Step 5. Once you receive email confirmation with your blanket number, please repeat Steps 1-2 and now select "Place an FSR Order on an already Existing Blanket Number." Enter number and Submit.

Step 6. Make sure fields filled in as before. Below are example descriptions to be include in your request.

Step 7. After you submit, follow up with Facilities Management on FSR confirmation and job completion

n.b. We reserve the right to charge departments the default rate should it be determined FSR was not completed and services are necessary after an event

Example description and additional services (tip – specify what, where, & when):

Housekeeping:

For event held in room# 158 in Hershey Hall on *DATE(S)* from *TIME* to *TIME*, please provide the following:

- Floor cleaning (mopping/sweeping)
- Trash removal from all receptacles
- Replace trash liners where needed
- Clean/wipe down tables
- Clean/service/restock restrooms (HH152 & HH154)
- Make sure all doors locked. This includes the main entrance and the many doors within the room.

Contact for this event is X, phone#

Additional services: (as needed)

- Delay closure of *BUILDING* to *TIME* on *DATE* (if event ends after 7pm)
- Turn off HH South Courtyard sprinklers between *DATES* and turn back on *DATE*
- No landscaping on *DATE*
- Provide 2 temporary trash receptacles and 2 recycling receptacles prior to *TIME* and remove after *TIME*