

Debbie Turano – Facilities

x5692

Routine Facilities Work Requests
and Procedure 519

Routine Facilities Work Request

1. Log on to the ECC Portal.
2. Click on “Work Orders” tab.
3. Click on “ECC Facilities Work Order Submission”.
4. 1st time users enter your contact information, click on “OK”.
5. Complete required information on the next page and submit.



Welcome Johnston, Debbie || My Site

Areas Compton Center

Return Home > Staff Home

Today's Date: Monday, May 06, 2013

May 2013						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Monday, May 06
7:00 PM Latin party

Tuesday, May 07
4:45 PM Reading Partners

Wednesday, May 08
1:00 PM Stuff Bags for Classified Event

Additional Documents Stats & Reports **Work Orders** My Team Sites

URL	Notes
ECC Facilities Work Order Submission	
ECC ITS Work Orders - Online submissions	This feature is currently unavailable. Please contact the ITS help desk at x6571.
Compton MIS Work Orders - Online Submission	This feature is currently unavailable. Please contact the MIS help desk.

ECC Announcements

Click here to see messages. Point on an item to stop.

ECC Links External

- Library Databases - WebServices Tab
- ECC Online Bookstore
- Plan Builder
- ECC Email
- ECC Copy Center Directory
- ECC Board Policies

WebServices

- Change your password
- Check your Spam Quarantine
- Committee Minutes (updates)
- Employee Timekeeper
- Faculty Locator
- Help Desk- ITS work orders
- Library Databases
- Online Counseling Appointments
- Phone Directory

Click here next

Select this tab 1st

El Camino Community College

Go to - Quick Links -



Got a problem? [Email us](#)

Welcome Debbie Turano!

First Name

Debbie

Last Name

Turano

Email Address

dturano@elcamino.edu

Phone Number

310 660-3692

Pager

Mobile Phone

Are you Debbie Turano?

Fill in the boxes to register in the work order system. You only do this one time. On your next visit, click "YES" and your information will fill in automatically in the work order.

Step 3 Select Problem Type:



Maintenance Help Desk:

Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

All other electrical issues.

Select for any clean up or restocking restrooms.

Exterior lights

Select for lights out in a building.

- Carpentry
- Electrical
- Exhaust Fans
- Graffiti
- Key and Lock
- Painting
- Plumbing
- Welding
- Custodial
- Elevators
- Fire Alarm System
- Grounds
- Lighting
- Pest Control
- Pool
- Delivery
- Energy Management System
- Fire Extinguishers
- Health/Safety
- Lighting (Indoor)
- Pest Control Indoors
- Signage
- Doors and Hardware
- Event Setup
- Glass\Window Repairs
- Heating/Ventilation /Air Conditioning
- Moving
- Pick Up
- Vehicle Maintenance

Maintenance Emergency

Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
Debbie Turano	3692

Step 4 Please describe your problem or request.

Give detailed information about your request. Include date and time for event set up requests.

Step 5 Time Available for Maintenance

Not a required field.

Attach layout for event set up, list of items for pick up, etc.

Step 6 Attachment
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 7 Submittal Password

[Forgot Password?](#)

Only people who have been assigned by their Division Office to submit Facilities Work Order Requests are issued a password.

Step 8

You will be notified when this request has been closed.

You're done! The system will assign your request a number which you can reference on the My Requests tab.

Required Information

Legend

Maint Request **My Requests** Settings

My Requests Shortcuts

Legend

Type in a work order number and click "GO" to check status.

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for:



Show All



Click on any of the red numbers to see all work orders with that status.

1 - 10 of total 50570 listed

Previous 10 Next 10

Status	Location	Action Taken	Complete Date
WOID	Building	Assigned To	
Area	Description	Request Date	
Area Number		Type	
New Request 54159	ECC Campus Student Services Center	No Action Note Turano, Debbie 5/6/2013 Plumbing	
1st Floor Womens Bathroom	Toilet #2 is not working in the women's bathroom next to Admissions Office.		
New Request 54158	ECC Campus Student Services Center	No Action Note Turano, Debbie 5/6/2013 Pick Up	
1st Floor Counseling	Please pick up two used toners in Counseling.		
Work In Progress	ECC Campus Art/Behavioral Sciences	No Action Note Saldana, Joseph	

Request Totals

15	New Request
679	Work In Progress
17	Complete
48172	Closed Work Orders
311	Declined
785	Duplicate Request
586	Void
2	On Hold
1	Open
1	Extended
1	Waiting
1	Funding
1	Deferred

Routine Facilities Work Requests are created for any work that needs to be done to MAINTAIN CURRENT FACILITIES. This includes event set up, pick up or delivery of any portable items (tables, chairs, boxes, etc.) and restocking of soap & paper goods.

Any requests outside the scope of routine maintenance must be submitted via Procedure 519, Form #20517, ADD/MOVE/CHANGE SERVICE REQUEST.

Procedure 519 includes ADDING NEW electrical outlets, lights, walls, doors, windows, etc., (FPS) and phones or computers (ITS) or CHANGING or REMOVING same.

Procedure 519, Section 1, MUST be signed by the Division Dean/Director and approved by the Vice President.

The three part NCR Form #20517 is available from the Warehouse. Instructions to complete the form and an electronic copy can be found on MyECC.

Go to MyECC

Tab for Additional Divisions and Documents

Additional Divisions and Committees

Management and Administrative Procedures

Series: Purchasing – 500

procedure_519

Browser navigation bar with address bar: <https://ecc-portal.elcamino.edu/staff/Pages/default.aspx>


Search bar: Google

Navigation menu: File, Edit, View, Favorites, Tools, Help

Search and utility icons: Search, Share, AutoFill, More >>

Favorites bar: Suggested Sites, ECC Webmail, El Camino Website, Free Hotmail, Information Technology Ser..., ITS Service Request, Web Slice Gallery

Taskbar: MaintenanceDirect, Home - Staff Home



MyECC

Get connected with MyECC!

Welcome Jo

All Sites

[Return Home](#) > [Staff Home](#)

Today's Date: Thursday, May 09, 2013

May 2013						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
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Thursday, May 09

3:00 PM Put out sign in sheets for next week

Friday, May 10

You have 29 unread messages

.Additional Divisions and Documents | Stats & Reports | Work Orders | My Team Sites

- .Additional Divisions and Committees
- Academic Affairs
- Campus Committee Minutes
- Facilities and Planning
- Human Resources
- Purchasing
- Research
- SLOs
- ITS Division

ECC Announcements

Click here to see messages. Point on an item to stop.

1. Click on this tab

2. Click here next


Browser navigation bar showing the URL: https://ecc-portal.elcamino.edu/campus_docs/Lists/Campus%20Documents/Campus%20View.aspx

Search bar with Google logo and search button.

Navigation menu: File, Edit, View, Favorites, Tools, Help

Browser tabs: MaintenanceDirect, Campus Documents

Navigation icons: Home, RSS, Print, etc.








MyECC logo:  **MyECC**
Get connected with MyECC!

Welcome Johnston, Debbie

All Sites dropdown menu

Shared Campus Documents > Campus Documents

Campus Documents

Type	URL
	Articulation Documents
	Facilities
	Management and Administrative Procedures
	Public Relations
	Purchasing
	Schedule Development
	Student Development

3. Click here



Shared Campus Documents > Management and Administrative Procedures
Management and Administrative Procedures

- View All Site Content
- Lists
 - Campus Documents
- Documents
 - Management and Administrative Procedures
 - Public Relations
 - Facilities
 - Purchasing

Actions	Number	Name	Title
	0	Procedure on Procedures	(1)
	Academic Affairs - 2000		(3)
	Administrative Services - 1000		(16)
	Bookstore - 200		(7)
	Campus Police - 400		(12)
	Facilities - 700		(1)
	Fiscal Services - 100		(9)
	Food Services - 300		(1)
	Information Technology - 600		(6)
	Personnel - 3200		(3)
	Purchasing - 500		(20)

4. Click here

Series : Personnel - 3200 (3)

Series : Purchasing - 500 (20)

500	procedure_500	Job Completion Notice
501	procedure_501	District Purchasing Procedures
502	procedure_502	Equipment Transfer Request
503	procedure_503	Request for Declaring Surplus Property
505	procedure_505	Use of District Postage Meter
506	procedure_506	Report of lost or stolen equipment
507	procedure_507	Purchase of Business Cards
509	procedure_509	Service Contracts
510	procedure_510	Length of Service Contracts
511	procedure_511	Sale of District Vehicles
512	procedure_512	Procedure for requesting Electric Typewriter Maintenance Service
513	pro	Computer & Related Equipment Purchase Review
514	pro	Change Orders
515	pro	Fixed Assets Inventory
516		Off-Campus Loan of District Property
517	proc	Acceptance/Disposal of Donations/Gif
518	procedure_	District Air Travel
519	procedure_519	Add/Move/Change Service Reque
519 form	proced_519form	procedure_519 form
520	procedure_520	Purchasing, Affirmative Action, procedure

5a. Click here for instructions.

5b. Click here for the form

ADD/MOVE/CHANGE SERVICE REQUEST

Section 1. Description of project: _____

 [Use additional plain sheet(s) as necessary. Staple to back of Service Request]

Justification: _____

Requesting Dean/Director _____ Date _____

Other division review: Approved () _____ Date _____
 By _____ Denied () _____ Vice President

Section 2. Preliminary Requirements (Cost estimates to be completed by those listed in Section 2.)

REMODELING - Cost estimate: \$ _____

Approved Alteration & Improvement project?
 Drawings/floor plans of changes?
 Est. "room ready" date: _____

Campus Police sign-off By _____ Date _____
 Facilities/Planning/Services sign-off By _____ Date _____

LOCKS & KEYS - Cost estimate: \$ _____

Changes approved through Campus Police?
 Work Order to Facilities, Planning & Services?
 Key cards prepared for div/dept personnel?
 Keys issued to authorized personnel?

COMPUTERS - Cost estimate: \$ _____

Changes discussed with Information Systems and Facilities/Planning/Services?
 Work Order issued for authorized changes?
 Is timeline coordinated w/room-ready date?
 Any new equipment to be ordered? Use Non-Stock Requisition. Contact Purchasing for assistance.
 Technical Services review?

Technical Services sign-off By _____ Date _____
 Information Systems sign-off By _____ Date _____
 Facilities/Planning/Services sign-off By _____ Date _____

TELEPHONES - Cost estimate: \$ _____

Changes discussed with Information Systems?
 Underground cabling (if necessary) coordinated with Facilities/Planning/Services?
 Written plan of changes approved?
 Work Order for approved changes? Timeline?
 Telephone Directory changes requested?
 Any new equipment needed? Order thru Purchasing.

Section 3. OTHER NECESSITIES AND/OR POST-MOVE NOTIFICATIONS:

FURNITURE - Move old; Buy new; Surplus unusable.

New furniture needed? Order through Purchasing or complete Work Order for on-site construction.
 Transfer of Equipment to relocate existing furniture? One form needed for each different "move to" location.
 Surplus Property Declaration for unusable furniture?

INVENTORY -
 Has a complete physical inventory of all changes been forwarded to Purchasing?

NOTIFICATIONS: (include effective date of move)

Campus Police?
 Payroll?
 Personnel?
 Faculty?
 Warehouse?
 Mail Room?
 All Locations?
 Other?

Section 4. Cabinet Approved: _____ Area Vice President _____ Date _____
 _____ Date _____ Signature _____

Total project cost: \$ _____ Account Code: _____

Complete Section 1. Obtain VP signature and send to FPS or ITS.

FPS &/or ITS provides estimate in Section 2 and returns form to originator.

Originator sends form to Cabinet for approval, Section 4.

Completed form is returned to FPS/ITS to schedule work.