Service Requests for Fume Hood Hibernation/Un-Hibernation - UFR

| Purpose: | Verify correct information on a SR on a SR so the zone can efficiently prioritize the work |
| When: | Reviewing and/or Submitting a SR in Maximo for a Fume Hood Hibernation or Un-Hibernation |
| Who: | Unit Facility Representative |

### Resources to Complete Tasks

- A computer
- A Maximo account, with UFR access

### Service Request for a Fume Hood Hibernation

1. While following SOP U1 or U2, verify the following information is provided on the SR:
   - Summary: Hibernate hood [with identification code]
   - Long Description:
     - An estimate of how long the fume hood will be hibernated.
     - Contact information of the requestor (if the requestor information is not already displayed in the Requestor fields of the SR) should be here as well.
     - Additional information as needed.
   - Classification: Repair, Maintenance, Service
   - Priority: 30
   - Service: HVACR
   - Crew: CONTROL
   - GL Account: IT-R614705-?????-6470-??-????????????-000147

2. Important: Please verify the hood has been emptied of all contents prior to sending the SR to the zone.

### Service Request for a Fume Hood Un-Hibernation

1. While following SOP U1 or U2, verify the following information is provided on the SR:
   - Summary: Un- Hibernate hood [with identification code]
   - Long Description:
     - Contact information of the requestor (if the requestor information is not already displayed in the Requestor fields of the SR) should be here as well.
     - Additional information as needed.
   - Classification: Repair, Maintenance, Service
   - Priority: 40
   - Service: HVACR
   - Crew: CONTROL
   - GL Account: IT-R614705-?????-6470-??-????????????-000147
   - Target Finish Date: 48 hours after SR reported date*

*There is a policy that hoods will be turned back on within 48 hours of SR submission.*

### The Result Will Be:

Appropriate information will be provided on a Maximo service request for a fume hood hibernation or un-hibernation service request before sending the SR to the zone. For a hibernation requests, hood will be emptied of all contents prior to sending the SR to the zone.