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

#### Zone Management

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>The triage of a Fume Hood Hibernation or Un-hibernation SR sent to the zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>When:</td>
<td>A SR has been received for the hibernation or un-hibernation of a fume hood(s)</td>
</tr>
<tr>
<td>Who:</td>
<td>Zone Facility Manager</td>
</tr>
</tbody>
</table>

#### Resources to Complete Tasks

| A computer | A Maximo account, with Zone Management Access |

### Resources to Complete Tasks

- A computer
- A Maximo account, with Zone Management Access

### Perform These Tasks:  Do These Steps/Notes:

#### Service Request for a Fume Hood Hibernation

1. Follow SOP Z1, steps 1-4

2. Verify the following information is provided on the SR (revise if necessary; contact the UFR or requestor if necessary).
   - 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

3. Re-route the SR to FM Operations
   - Click the Workflow button
   - Select “Re-route to Central Zone”
   - Click “OK”

See page 2 for a Fume Hood Un-Hibernation SR
## Service Request for a Fume Hood Un-Hibernation

1. Follow SOP Z1, steps 1-4

2. Verify the following information is provided on the SR (revise if necessary; contact the UFR or requestor if necessary).

   a. Summary: Un-hibernate hood [with identification code]
   b. 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.
   c. Classification: Repair, Maintenance, Service
   d. Priority: 40
   e. Service: HVAC
   f. Crew: CONTROL
   g. GL Account: IT-R614705-??????-6470-??-?????????000147
   h. 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.

3. Re-route the SR to FM Operations

   a. Click the Workflow button 🔄
   b. Select “Re-route to Central Zone”
   c. Click “OK”

### The Result Will Be:
The zone will review a fume hood hibernation or un-hibernation service request, verify the correct information is provided on the SR, and re-route the SR to FM Operations.

### Reference Information: