

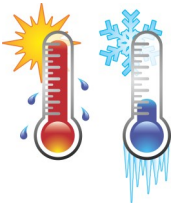


WORK ORDERS

Please email [Heather Zantos \(heatherz@cos.edu\)](mailto:heatherz@cos.edu) stating the problem, location or room number, and any other pertinent information regarding the need for a work order.

- ⇒ Valid work order requests include repair/replacement of something that is damaged or inoperable or installation coordination for equipment, accessories, etc.
- ⇒ **Please note that maintenance staff do not assemble furniture or equipment.**

Questions? Please contact [Heather Zantos \(heatherz@cos.edu, x2513\)](mailto:heatherz@cos.edu).



HEATING / COOLING

Heating and cooling (HVAC) for all rooms District-wide are scheduled in advance through the Facilities Office according to the course schedule, office schedules and Event List.

Heating / Cooling Request form can be found on the Facilities Department [website](#).

Questions? Please contact [Janet Leija \(janetlei@cos.edu, x3969\)](mailto:janetlei@cos.edu).



TRANSPORTATION REQUESTS

Planning on using a Hanford vehicle? Please complete a Transportation Request form and submit to the Provost's Office for approval. Transportation Request form can be found on the Facilities Department [website](#).

What is a gas card? For trips further than 75 miles, COS staff may check out a gas card (credit card) for refueling purposes from the Provost's Office. Card usage is monitored; all receipts must be submitted with the card upon return.

Questions? Please contact [Heather Zantos \(heatherz@cos.edu, x2513\)](mailto:heatherz@cos.edu).



FACILITIES REQUESTS / EVENT LIST

To reserve a room at the Hanford Campus for an event or meeting, please submit a Facilities Request at least 2 weeks in advance to [Heather Zantos \(heatherz@cos.edu, x2513\)](mailto:heatherz@cos.edu) in the Vocational Ed Building, Room 124.

Facilities Request forms can be found on the Facilities Department [website](#).

Facilities Requests populate the weekly Event List (issued via COSeNews) which is used by the Facilities Office to schedule HVAC.

CUSTODIAL

For immediate assistance, please contact the Provost's Office (x2523).

Weekly Cleaning Schedule:

- ⇒ Classrooms are cleaned two days per week (trash, floors, walls, accessories).
- ⇒ Offices are cleaned one day per week (includes trash, floor, walls, accessories).



If assistance is required for any of the above items outside of normal business hours or during weekend hours, please contact COS District Police at 730-3999.