

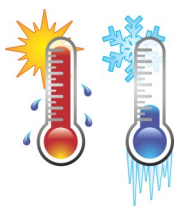


## WORK ORDERS

Please email [Angela Kampsen-Cloutier \(angiec@cos.edu\)](mailto:angiec@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 [Angela Kampsen-Cloutier \(angiec@cos.edu, x3051\)](mailto:angiec@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 Tulare 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 [Angela Kampsen-Cloutier \(angiec@cos.edu, x3051\)](mailto:angiec@cos.edu).

## FACILITIES REQUESTS / EVENT LIST



To reserve a room at the Tulare Campus for an event or meeting, please submit a Facilities Request at least 2 weeks in advance to [Cynthia Lopez \(cynthialo@cos.edu, x3112\)](mailto:cynthialo@cos.edu) in Building B, Room B101.

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 (x3051).

### 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).
- ⇒ All instructional spaces and common areas will be disinfected daily.

## PROJECT PLANNING

### Planning a construction project or equipment installation?

Please contact [Byron Woods \(byronw@cos.edu, x 3908\)](mailto:byronw@cos.edu) for assistance.



**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.**