

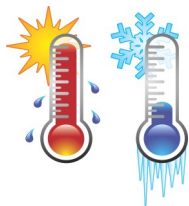


## WORK ORDERS

Log into [COS My Giant](#) (Universal Login System) and click the “Facilities Work Order” icon.

- ⇒ 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 [Erin Ferguson](#) ([erinfe@cos.edu](mailto:erinfe@cos.edu), x4898).



## 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](mailto:janetlei@cos.edu), x3969).



## TRANSPORTATION REQUESTS

**Planning on using a District vehicle?** Permission to operate a District vehicle must be approved two weeks in advance.

**What is a gas card?** For trips further than 75 miles, COS staff may check out a gas card (credit card) for refueling purposes. Card usage is monitored.

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

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



## FACILITIES REQUESTS / EVENT LIST

To reserve a room for an event, please submit a Facilities Request at least 2 weeks in advance to [Analisa Martinez](#) ([analisam@cos.edu](mailto:analisam@cos.edu), x3804) upstairs in the Facilities Office (Blue Oak Building, Room 901D).

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 District Police to unlock/lock buildings and the Facilities Office to schedule HVAC.



## CUSTODIAL

Daytime custodial staff address safety hazards, clean restrooms, and manage event set-ups and furniture/equipment moves upon request.

### 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 restrooms and hallway/lobby/exterior trash cans are emptied daily. If your small trash can is full, please dump it in the larger can in the nearest hallway.

For immediate assistance, please contact [Pablo Avila](#) ([pabloa@cos.edu](mailto:pabloa@cos.edu), x3892, cell: 309-7611) or [Janet Leija](#) ([janetlei@cos.edu](mailto:janetlei@cos.edu), x3969).



## PROJECT PLANNING

### Planning a construction project or equipment installation?

Please contact [Byron Woods](#) ([byronw@cos.edu](mailto:byronw@cos.edu), x3908) for assistance.



## FURNITURE

### Planning to order new furniture (desks, chairs, file cabinets, etc.)?

Please contact [Ashley Collins](#) ([ashleyco@cos.edu](mailto:ashleyco@cos.edu), x3765) 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.**