

Procedures for submitting facilities repair / alteration / service requests at SIO

For **emergency/urgent needs**, including clogged storm drains, water intrusion from any source, or any other condition that represents an imminent threat to safety or property...

1. **CALL Facilities Management (FM) service referral desk (858) 534-2930** to report the problem. If it is after business hours, you will be instructed to dial "03" to be forwarded to the Central Utilities Plant operator who can dispatch whatever resources are needed.

In an emergency, you should also call the cell phone numbers for:

- Larry Octon, FM Superintendent for Scripps Physical Plant (858) 864-5738
- SIO Watch – after hours FM crew at SIO (858) 967-4535
- Dennis Brand, SIO Facilities Manager (858) 568-6643

2. **Send an email** with a description of the problem to:

- Larry Octon, locton@ucsd.edu
- Dennis Brand, dbrand@ucsd.edu
- cc: facilities@sio.ucsd.edu so that others in the SIO facilities group are also informed.

(Both FM and SIO Facilities should be notified about urgent problems so we can coordinate and provide back-up support if FM is not able to respond in a timely manner.)

Other facilities repair needs, including lighting, HVAC, grounds, custodial, etc. should be submitted to FM as a work request by any of the people listed below:

<p><u>BIOLOGY Section</u> Anna Bryson (MSO) Dejan Ristic Jackie Tran Adrielle Wai</p> <p><u>EARTH Section</u> Wayne Farquharson (MSO) Megan Smith Maria Rivas</p> <p><u>O&A Section</u> Anne Footer (MSO) Will Rivera</p>	<p><u>BIRCH AQUARIUM</u> Kathy Kiaunis (MSO) Wes Bryant</p> <p><u>MSDC / H-LAB</u> Rob Klidy Karen Wilson Janel Humphries (backup)</p> <p><u>NIMITZ MARINE FACILITY</u> Crystal Roberts (MS) Jennifer Paolini</p> <p><u>SEA GRANT</u> Rose Madson (MSO) Carol Bailey-Sumber</p>	<p><u>SIO Admin./Facilities Group</u> <i>*See contact info below</i></p> <p><u>SIO DEPARTMENT</u> Denise Darling (MSO) Olivia Padilla Jessica Gonzalez</p> <p><u>SIO IT Group</u> Ezra Van Everbroeck Karin Fong</p> <p><u>SIO VENUE RENTALS</u> Donna Shabkie Matt Anderson</p>
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1. Submit online work request via <http://aps-workrequest.ucsd.edu> (you will be prompted to log in using your Single Sign-On account). Click New Request at the top left of the page and submit the form with your contact info, building/location info and a brief description of what is needed. You should immediately receive an email with a Work Request number (beginning with #W...)

- Forward email with a description of the problem and the assigned Work Request number (from step 1) to Dennis Brand, SIO Facilities Manager and cc: facilities@sio.ucsd.edu.

(It's important that SIO Facilities is notified of any work requests submitted so that we remain informed about building issues, physical improvements/alterations, and where institutional resources are being dedicated.)

The screenshot shows the 'Online Work Request' form in a web browser. The form is titled 'FACILITIES MANAGEMENT' and 'Online Work Request'. It includes a header with the user's name 'RAITT, TERRY'. The main content area contains instructions for requesting maintenance or recharge services, followed by a 'Please NOTE' section with several bullet points. Below the instructions are three main sections: 'JOB CONTACT', 'FISCAL CONTACT', and 'WORK REQUEST'. Each section has input fields for name, address, phone, and email. The 'WORK REQUEST' section has a large text area for the description of the work.

Most repairs and service requests are handled by FM's Building Operations & Maintenance division (Asst. Director Rich Cota), with Superintendent Larry Octon locton@ucsd.edu as the lead for SIO.

However, if a work request is determined to require the services of an architect or if the anticipated cost is more than \$50,000 then it is handled by FM's Project Management division (Asst. Director Harley Crace). **Major space alteration or renovation projects** are assigned a FM project manager, with oversight provided by Superintendents Doug Darois ddarois@ucsd.edu or Jim Hennelly jhennelly@ucsd.edu.

Scripps Administration oversees operations and administrative support for research and academic programs for all areas of Scripps Oceanography, under the leadership of the Assistant Vice Chancellor for Marine Sciences. Listed below are principal contacts for the Facilities, Operations and Safety group in SIO Administration.

SIO Admin. & Facilities Group Contacts	E-mail	Office Ext.	Mobile
Dennis Brand, Facilities Manager	dlbrand@ucsd.edu	4-2730	858-568-6643
Vikki Cutri, Facilities & Space Planner	vcutri@ucsd.edu	2-7562	619-733-7927
Ken Hall, Dir. Operations & Facilities	khall@ucsd.edu	2-1312	541-961-4901
Cammie Ingram, Dir. Capital Programs & Space	cingram@ucsd.edu	4-2837	619-997-4759
Allyson Long, Safety Coordinator	arlong@ucsd.edu	4-8449	858-210-1764
Cindy McBurnett, Office Coordinator	cmcburnett@ucsd.edu	4-2830	--
Terry Raitt, Executive Assistant	traitt@ucsd.edu	4-2831	619-665-1286
Jose Hernandez, Asst. Facilities Manager	jlh001@ucsd.edu	6-3160	858-291-3916
Marty Anderson, Facilities Assistant	martyanderson@ucsd.edu	--	858-568-4712

This group, along with MSOs and facilities contacts from research sections and other divisions, known collectively as the **Facilities Integrated Working Group**, meets monthly to share information and discuss issues requiring coordination. Meetings are held on the **first Thursday of each month from 2pm to 3:30pm** in OSB Rm 10.