5. GCoE Integrated Facilities and Safety Management Services WO Process File Last Updated: 09/15/2022 F&S Service Desk/Capital Programs/ Engineering & Construction/ Craft &Trades -For Emergency, F&S Contacts Building Facility/ Unit Contact-BUILDING EMERGENCY **F&S SERVICE DESK Identify** for CALL: 217-333-0340 CALL: 217-333-0340 Dispatch F&S Facilities Needs –Emergency–► Service Staff LIFE SAFETY **Add GCoE Facility Manager as Primary Contact EMERGENCY CALL 911** Non Emergency **Work Commence** YĖS Issue WO Grainger Engineering: of Facilities and Safety (OFS) **Deploy BEAP** Coordinate Work Life Safety F&S with F&S and Emergency **Building Users** YES YES <u>GCoE</u> Formal **Identify for Immediate** Simple Director of Communication **START** Facilities Needs **Emergency?** Maintenance <u>Facilities</u> Required? Needs? Issue? Define Needs with e.g., Outage Unit & Offices Coordinate Lease Agreement with For Emergency, Real Estate Unit YĖS F&S Contacts F&S sends Define Needs with **Building Facility/** Facility Manager & an email to **Unit Contact Facility Manager Unit Contact** Identify Space, Scope of Work, Budget, & Schedule BUILDING Coordinate **EMERGENCY** Contact Communication E.g., CALL: 217-333-0340 **Facility Manager** with Unit Contact Maintenance Via Email or Call Department/Unit or Specific Users Capital Projects IF LIFE SAFETY YĖS **F&S SERVICE DESK** Non Capital Projects **EMERGENCY** CALL: 217-333-0340 **Deploy BEAP** For Renovation ← Life Safety **VACATE** Building, Plan Relocation Immediate **Emergency** THEN CALL 911 Space Planning Respond **GCOE** Facility Space Management from F&S Add Manager as Primary Facility Leasing **GCOE** Facility Contact lanager as Primary Contact Engineering: YES YES Department Grainger For Lease, **Identify for Immediate** Simple Contact **START Facilities Needs** Emergency? **Facilities** Maintenance GCoE Needs? Issue? Director of Facilities B