Building Manager Training

Driving the BGM Website

Tuesday, May 14, 2013
Find useful links on the left bar to provide information for Event Services, Contracted Services, Phone List, and Pricing.

Announcements are updated often with useful information.

Quick links is where you can find request forms and information you may need as a Building Manager.

http://bgm.stanford.edu
WebLogin (What is this?)

SUNet ID: 
Password: 
Login

Advanced settings

Important Security Information: With your login to WebAuth, gates to many different Stanford web sites have been unlocked for you, not just the web site you requested. In other words, many web sites that would ask you to login will not do so now that you have logged into WebAuth.

Caution: Never enter your password on a web page unless that page’s address bar points to weblogin.stanford.edu or unless you are establishing network connectivity.

Only authorized Stanford users are permitted to use and access this computer and the computer networks and systems of Stanford University. If you are not an authorized user, do not login to this system. Users have no expectation of privacy while using this system and uses, data, and transmissions on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed at the discretion of Stanford University and subject to applicable laws. You agree not to use this system for any illegal purpose or to make any unauthorized use of this system or another party’s intellectual property. All use of this system is subject to Stanford University’s rules and regulations, including without limitation the Stanford University Administrative Guide, which is available for your review at admimguide.stanford.edu.

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Enter your SUNet ID
Your Basic work orders. **Quick Response** for reporting urgent same day facility issues. **Facilities Funded** for non urgent request funded by LBRE. **Customer Funded** Department or program funded work, usually key request, hanging pictures - also additional custodial or outdoor maintenance requests, but note there are special entry tabs for those.

The left bar has quick links for checking status for all the requests you have entered and searching for request.

For Estimates

You will need one or both of these requests if you have an event

For events and move requests, including change request form

These work order have more details to fill so that all the information needed to perform the work is entered on the order

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**Work Requests**

To request Custodial/Garbage & Recycling Services, use the **Customer Funded Work Request** forms.

**General Forms**

Use these forms for services not listed in the Task-Specific Forms section of your request.

- **Quick Response Work Request**
- **Customer Funded Work Request**
- **Facility Funded Work Request**

**Request Pricing Form**

- **Time and Materials Estimate Request**

**Custodial/Garbage & Recycling Services**

- **Custodial Work Request**
- **Garbage & Recycling Services (PSSI)**

**Event Services Forms**

- **Event Services**
- **Request ES services**
- **Change your ES request**
- **Moving Services**

**Task-Specific Forms**

- **Duplicate Keys**
- **Mail and Delivery Services**
- **Name Plates**
- **Outdoor Maintenance and Cleanup**
- **Relamping Request Form**
- **Shutdown Request Form**
- **University Vehicle Services**
Quick Tips:

Site: is always Stanford

Building:
Enter quad and building # or partial name of building and click on the magnifying glass to populate info

Fields with red type and asterisk are required fields
Step 2: Description

Please tell us more about the request.

**Title of Request***

Please describe work request in 64 characters or less.

**Description of Work***

You have **1000** characters remaining for your description. To preserve your spacing, please press Enter at the end of each line.

**Dates Work Cannot Be Done In Location**

Step 3: Alternate Requestor

Please tell us if there is an alternate requestor or contact you would like us to use.

**Search Stanford Directory**

To add an Alternate Requestor to your request, you must enter at least part of the name of the person you wish to add and then click the magnifying glass to search the Stanford directory.

Submit
There is an additional step for Customer Funded request, the Approval Routing Page.

Enter the fields as shown above. If you do not know who has signature authority on your account you can find it at: https://ofweb.stanford.edu:8051/pls/OF1_PRD/XXDL_CHECK_AUTH.start_query

Remember to always select “YES” for notify me so that you receive status updates via email of where the request is in the approval process.
Task Specific Forms
These forms help to capture additional information needed to complete your request

Duplicate Keys

Outdoor Maintenance
Task Specific Forms

Name Plates

Vehicle Services
Event and Labor Services form

**Step 1** Provide Basic Information

*Fill via WebAuth or you can fill out with yours or someone else's information*

- **Department Name**: Alt: name of student group, or off-campus org.
- **Dept. Contact Name**: A single contact name
- **Dept. Contact Email**: One complete email address: you@stanford.edu
- **Dept. Contact Phone**

**Payment Type** Choose one:
- **Department**: (Project-Task-Award)
- **ASSU** (Student groups): Please follow ASSU procedures for payment
- **Group/Account #**
- **Approver Name**: Group Financial Officer
- **Approver Email**: One complete email address: you@stanford.edu
- **LPCH**: Provide Cost Center
- **SHC**: Provide Cost Center
- **Credit Card** (Visa/Mastercard/Amex): We will contact you for the specifics

**Location, Dates and Times**

- **Event Name**: If applicable
- **Location**: Include room number, other specifics
- **Start Date**: Use Calendar
- **End Date**: Use Calendar
- **Delivery Point**: Specific dock, entrance
- **Expected Attendance**

**Times**: Enter the applicable times. If you only want the equipment delivered, enter a time in the Delivery field; otherwise use the Setup field. Start and End times are required for events.

- **Request is for an event**.

**Delivery**
- Before
- After

**Setup (Doors)**
- Before
- After

**Event Time(s)**
- Start
- End

**Pickup**
- Indicate am or pm.
- Before time shown
- After time shown

*Pick your billing type if PTA don’t forget to click the validate button*

*Enter event name and location*

*Enter Date*

*Enter times including setup by and pickup by times*
Steps 2 and 3 are where you enter your equipment needs for AV equipment and/or event furnishings.
Step 4 is for moves or surplus request. If all you are requesting from ELS is moving services then you will only need to fill out steps 1, 4 and 5.

Please fill out any additional information or instructions here. You can also reference other request numbers here.

Scrapping or Surplus is a 3 step process.

Remember to submit your Excess request (SPARC Or Sunflower) PSSI along with your ELS request.

Make sure you references your ELS Req# on your PSSI order.
Event Services Change Order

Fill out all fields with asterisk. Make sure to enter Original Request #.

It’s a good idea to reiterate your change order in the text field to make your change clear.
## Additional Help

### Zones Staff
- **Zone A**  Jovan Solis  723-1852  jovans@bonair.stanford.edu
- **Zone B**  Analisa Trevino  725-0519  a24t@stanford.edu
- **Zone C**  Raveena Ulrich  725-4260  raveena@stanford.edu
- **Zone D**  Ann Cagney  725-4257  annc@bonair.stanford.edu

### Logistics
- **Mary Ferguson**  3-1345  maryf@bonair.stanford.edu
- **Octavio Pena**  5-4576  pena@stanford.edu
- **WSC**  wsc@bonair.stanford.edu

### Event Services
- **Main Line**  723-2285  eventservices.stanford.edu
Helpful links


Rates and Fees  http://bgm.stanford.edu/groups/build_maint/fees

Signature Authority Query  https://ofweb.stanford.edu:8051/pls/OF1_PRD/XXDL_CHECK_AUTH.start_query

Campus Construction  http://maps.stanford.edu/construction/