GUIDE TO FILL OUT WORK REQUEST FOR JANITORIAL SERVICES FOR EVENTS

(Version February 2016)

Go to: http://bgm.stanford.edu/SubmitRequest
*ASSU GROUP NUMBER AND NAME:  ####### _________

EVENT NAME: _________________________

EVENT DATE: (Spell out the day, month, date and year)

EVENT TIME: FROM Start time TO end time

EVENT LOCATION: Building Name

ROOM #: Location confirmed by Registrar

REGISTRAR SPACE?: Yes

REGISTRAR BOOKING CONFIRMATION #: Booking confirmation by Registrar

*ASSU GROUP FINANCIAL OFFICER: Name and contact info

ESTIMATED COST PROVIDED: $_______ quoted by (Vendor’s Representative) email dated (mm/dd/yyyy)

To be quoted by the janitorial vendor, please inquire via email at custodial@stanford.edu and enter the quoted amount, date of email and name of responder. Save email as back up. Cross reference to pricing sheet listed on the BGM website under the Custodial Section.

SERVICE REQUEST:
Refresh cleaning of room # (location confirmed by Registrar) and nearby restrooms at (building name) after the event at (specific time) or between (xx hour and xx hour).

*Information needed only if it is student group banking with ASSU.
For student groups that bank through ASSU enter the below.
For all others, please do not use ASSU PTA and enter department’s PTA and PTA’s approver.

- Type in "1036515" and select from drop down
- Select "1-ASSU Student Organiz" from drop down
- Select "ATCKB-ASSU Student Organizations" from drop down
- Select "Patrick, O’Neal" from drop down
- Type in "100"
You will receive a confirmation for the work request submittal. Please click on the work request number and print or note down the work request number for future reference.

After clicking the work request number, it will take you to the work request submitted:

**IMPORTANT NOTES:**

- The approver for the listed PTA must approve the work request prior to the event in order for the work order to be created and sent to the vendor to provide the services.
- Vendors cannot see work request until it has been approved and turned into work order.
- For any changes to the work request after submittal, please email lbreoperations@stanford.edu and custodial@stanford.edu and include the work request number in your subject line.