



STANFORD UNIVERSITY  
**BUILDINGS & GROUNDS MAINTENANCE**  
A department of LAND, BUILDINGS & REAL ESTATE

Information For

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Information About

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### Caretakers of a Legacy

Buildings and Grounds Maintenance (BGM) is responsible for maintaining the academic buildings and grounds of the Stanford campus. If you don't find what you are looking for on this site, please [let us know!](#)

For an Immediate Facilities issue, call 723-2281.

#### Announcements

- [Building Management Fall 2011 eNewsletter](#)

#### Quick Links

- [Work Requests](#)
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Visit [bgm.stanford.edu](http://bgm.stanford.edu)

Under Quick Links,

Select **Work Requests**

## WebLogin [\(What is this?\)](#)

SUNet ID:

Password:

Login

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[Advanced settings](#)

Enter your SUNet ID login

# 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 below. Click on (explain form) to view a detailed description of each type of request.

- [Quick Response Work Request](#) [\(explain form\)](#)
- [Customer Funded Work Request](#) [\(explain form\)](#)
- [Facility Funded Work Request](#) [\(explain form\)](#)

## Request Pricing Form


- [Time and Materials Estimate Request](#) [\(explain form\)](#)

## Custodial/Garbage & Recycling Services

- [Custodial Work Request](#) [\(explain form\)](#)
- [Garbage & Recycling Services \(PSSI\)](#) [\(explain form\)](#)

## Event Services Forms



- [Event Services](#) [\(explain form\)](#)
- [Request ES services](#)
- [Change your ES request](#)
- [Moving Services](#) [\(explain form\)](#)







Select Garbage & Recycling Services (PSSI)



## Step 1: Location

*Please tell us about where service is requested.*

**Site\***     
Enter Site or click magnifying glass to search

**Building\***     
Enter Building as Quad-Building (e.g., 01-010, 09-100) or enter partial building name or ID and click magnifying glass to search

**Floor**     
Enter floor or click magnifying glass to search

**Room**     
Enter room or click magnifying glass to search

Required values are shown in RED and are marked with an asterisk.

When entering building information, it is best to use Quad and Building number or use partial building name and click the magnifying glass icon to select from list of values.

If you are having trouble finding your exact location, please select the nearest site and provide further location info in the "Description of Work" in Step 2.

**Do not use these fields.**  
It will cause errors, if you do not enter values exactly as it appears in the database.

## Step 2: Description

*Please tell us more about the request.*

**Title of Request\***

Please describe work request in 64 characters or less.

1 TRASH BIN  
1 RECYCLE BIN  
1 COMPOST BIN

**Description of Work\***

To be placed outside Room 380W at 10:00am. Please pick-up at 3:00pm.

You have **890** characters remaining for your description. To preserve your spacing, please press Enter at the end of each line

Title of Request should be the name of your event.

In Description of Work, please enter quantity of trash bins as well as recycling and composting bins, if needed.

Please enter further location information here.

If you have multiple event dates, please indicate them here.

\*NOTE: You can also request grounds clean up or custodial services in this area as well.

### Step 3: Dates

*Please tell us about when the work can be done.*

**Earliest  
Start Date**

***Latest  
Completion  
Date\****

**Dates Work  
Cannot Be  
Done In  
Location**

Earliest Start Date should be left blank.

Latest Completion Date must be entered. This is the date you would like bins delivered.

Dates Work Cannot Be Done in Location can be left blank or used to establish a specific delivery or pick-up time

## Step 4: 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.

**Alternate  
Requestor**

Submit

Alternate Requestor can be secondary point of contact for your event.

Hit Submit and you will be directed to Step 5: Approval Routing

### Step 5: Approval Routing

Please route this request for approval. Enter either a SUNet ID or a name. If entering by name, use the magnifying glass to search the Stanford directory.

Route Order*	SUNet ID -OR- Search Directory By Name	Project*	Task*	Award*	Percent*	Notify Me*	
1	znaqvi	Naqvi, Zegham	1036515	1	ATCKB	100	YES

Use this line for optional FYI notifications

Use this line for optional FYI notifications

Use this line for optional FYI notifications

Submit

Route Order: Select 1

To enter **Zegham Naqvi** as the ASSU approver and NOT your FO information as this will get routed to the ASSU office for approval.

Please use the ASSU PTA shown here and enter 100 for the percent. If you wish to be notified when approval is complete, select YES.