Visit bgm.stanford.edu
Under Quick Links,
Select Work Requests
WebLogin (What is this?)

SUNet ID:  
Password:  

Login

Enter your SUNet ID login

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

**Step 1: Location**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site*</td>
<td>Enter Site or click magnifying glass to search</td>
</tr>
<tr>
<td><strong>Building</strong>*</td>
<td>Enter Building as Quad-Building (e.g., 01-010; 09-100) or enter partial building name or ID and click magnifying glass to search</td>
</tr>
<tr>
<td>Floor</td>
<td>Enter floor or click magnifying glass to search</td>
</tr>
<tr>
<td>Room</td>
<td>Enter room or click magnifying glass to search</td>
</tr>
</tbody>
</table>

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.
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.*

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earliest Start Date</td>
<td>Should be left blank.</td>
</tr>
<tr>
<td>Latest Completion Date*</td>
<td>Must be entered. This is the date you would like bins delivered.</td>
</tr>
<tr>
<td>Dates Work Cannot Be Done In Location</td>
<td>Can be left blank or used to establish a specific delivery or pick-up time</td>
</tr>
</tbody>
</table>
**Step 4: Alternate Requestor**

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

<table>
<thead>
<tr>
<th>Search Stanford Directory</th>
<th>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.</th>
</tr>
</thead>
</table>

Alternate Requestor

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.