

Facilities Maintenance & Operations



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

FACILITIES PLANNING,
MAINTENANCE & OPERATIONS

“Facilities Excellence”

Main Line - (650) 306-3276

Website:

<http://www.smccd.edu/facilities/>

Who are we?

Karen Pinkham, Interim Facilities Manager, pinkhamk@smccd.edu

Ignacio Carlos, Custodial Supervisor, carlosi@smccd.edu

Gordon Tong, Chief Engineer, tongg@smccd.edu

Calvin Eng, Senior Maintenance Engineer, engc@smccd.edu

John Cuevas, Lead Grounds, cuevasj@smccd.edu

Tatiana Degai, Facilities Operations Technician, degait@smccd.edu

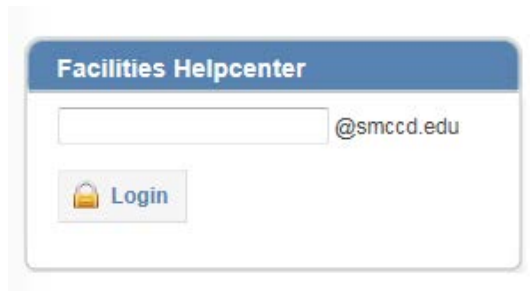


How do I request assistance from Facilities?

<http://smccd.edu/portal/>

Log into the Facilities Helpcenter

1)



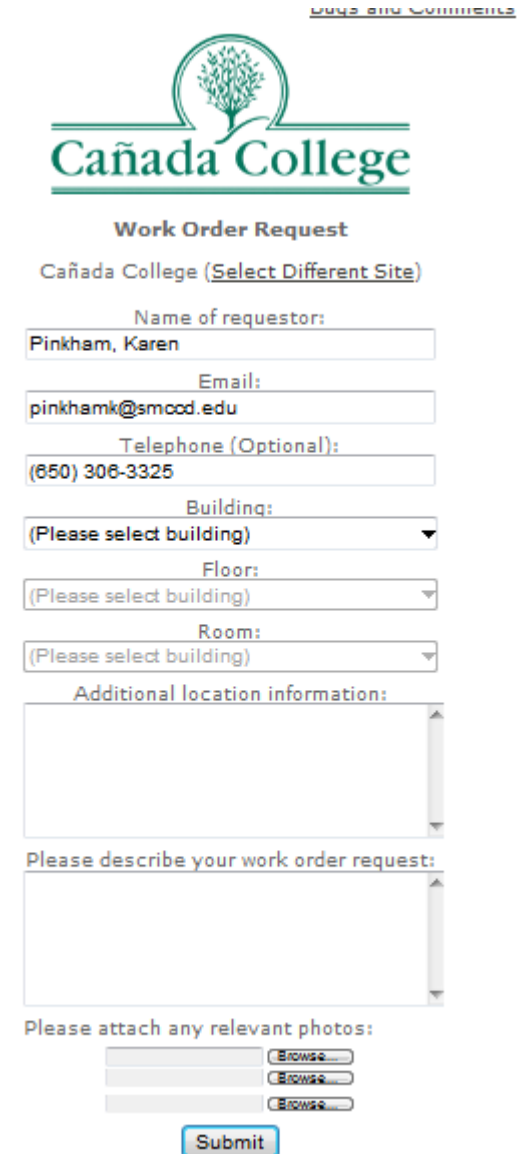
The screenshot shows the 'Facilities Helpcenter' login page. It features a blue header with the text 'Facilities Helpcenter'. Below the header is a text input field containing '@smccd.edu' and a 'Login' button with a lock icon.

2)



The screenshot shows the 'Work Order Request' page. At the top right, there is a link for 'Bugs and Comments'. The main heading is 'Work Order Request'. Below this are four buttons for site selection: 'Cañada College', 'Skyline College', 'College Of San Mateo', and 'San Mateo District Office'. The 'Cañada College' button is circled in red. Below the buttons is a link for 'My Past Work Order Requests' and a logo for 'BIM genie'. At the bottom, it says ':: copyright by Onuma.com 2017 ::'.

3)



The screenshot shows the 'Work Order Request' form. At the top right, there is a link for 'Bugs and Comments'. The main heading is 'Work Order Request' with the Cañada College logo above it. Below the heading is a link for 'Cañada College (Select Different Site)'. The form fields are: 'Name of requestor:' with 'Pinkham, Karen' entered; 'Email:' with 'pinkhamk@smccd.edu' entered; 'Telephone (Optional):' with '(650) 306-3325' entered; 'Building:' with a dropdown menu showing '(Please select building)'; 'Floor:' with a dropdown menu showing '(Please select building)'; 'Room:' with a dropdown menu showing '(Please select building)'; 'Additional location information:' with a text area; 'Please describe your work order request:' with a text area; and 'Please attach any relevant photos:' with three 'Browse' buttons. A 'Submit' button is at the bottom.