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The University of Texas at San Antonio™

To Request a Service from the **Lab Facility Coordinator**, please provide the following information on this document and email the completed document to **BiologySupport@utsa.edu**.

The **Lab Facility Coordinator** will respond soon and provide an ETA regarding the work order.

Name:

Current Date:

ABC123:

Email:

Department:

Task:

Check
all that
apply:

Inventory management; surplus requests; removal of equipment

Assist lab personnel in completing lab safety requirements

Space management; room scheduling/reservations/
grant access to space

Purchase order requests

Coordinate laboratory set-up for new faculty hires and
clean-outs for laboratory reassignments; coordinate with
EH&S, Facilities, Tech Café, and Security access control

Expense reports

Coordinate with facilities to complete renovation projects
in laboratory spaces, and spaces under the purview of
the department

Student travel

Provide administrative support in the hiring of postdocs
and lab personnel, workstudy hires for office and labs

Hazardous shipping requests

Building and Room(s) (if applicable):

Asset Tag(s) (if applicable):

Priority:

Date Needed:

Brief description of work needed:

Please email the completed document to **BiologySupport@utsa.edu**.