



# August Newsletter

## Masks

The word is out, UArizona will be providing masks to UA employees and students! When the masks arrive, they will be distributed in the HSEB lobby, you will need to provide your Cat Card/PBC badge or employee/student ID number to receive yours. Due to delays in the arrival of the masks, we do not have firm dates for their distribution. Please be on the look out for communication which we will send out as soon as we can confirm dates and times.

## COVID Testing

The University will be offering COVID testing in Building 4 beginning on August 20th through September 2nd. The testing is being offered only to UArizona community members and will be by appointment only. This test is not for anyone showing symptoms, in fact, anyone with any symptoms will be told not to come and will be turned away at the screening portion of the testing. An email with testing information and how to sign up has been sent out. If you did not receive the email, please contact Dr. Rosales in Public Health to receive the email with your personalized link to sign up for the testing.

## Quick Tips

**Signage on Campus:** All signage on campus that you would like up for more than one day must be laminated. Please keep in mind, "if we can't clean it, we can't keep it". Please use adhesive that is removeable, do not use tape or thumbtacks for any signage or posters as they will damage the walls. We have seen many wood doors with dry-erase boards mounted to them for messages – these damage the wood. Please do not mount anything to wood doors. If you have one, please remove and find an

alternate placement. **Handicap Buttons and Flushing Toilets:** We ask that you please do not use your foot to press handicap buttons or flush toilets. This can damage the mechanism. Please remember to wash your hands often! We truly appreciate everyone's help in maintaining the campus, thank you!

## Campus Reminder

As employees and students are coming back to campus and the buildings are secure, we want to remind everyone to please be aware of your surroundings. We ask that people do not hold doors open for others as everyone should be using their PBC badge or Cat Card to access the buildings. If you are expecting visitors please plan to meet them at the front doors. And always, if you see something, please say something. Call security at **(602)827-2368** or call **911** for any criminal activity, injuries, or incident requiring emergency services and follow up with a call to security if the situation allows.

## Department Changes

A reminder to all departments, please submit a work order through [Maintenance Connection](#) when a student or staff member has changed departments. This will allow the Access Team to update our records and adjust badge access. Thank you!

## Contact Information

For badges, Cat Cards, keys and access requests please submit a work order through [Maintenance Connection](#). The Access Team can also be reached at [PBC-Access@email.arizona.edu](mailto:PBC-Access@email.arizona.edu) To obtain parking permits and for any questions please email [PTS-Phoenix@email.arizona.edu](mailto:PTS-Phoenix@email.arizona.edu) For general maintenance requests please submit a work order through [Maintenance Connection](#). Security can be reached at **(602)827-2368**

## How to Submit a Work Order through Maintenance Connection

1. Go to [Maintenance Connection](#) - This can now be done in any web browser
2. Choose a username and password; these are based upon what building you work in:

### Location - Member ID - Password

Arizona Biomedical Collaborative (ABC1, PBC) - UAABCBU1 - abcbu1

Biomedical Sciences Partnership Building (BSPB01) - UABSPB01 - science2

Building Four (PBC, BUILD4) - UABUILD4 - phazb4

Building One (PBC, BUILD1) - UABUILD1 - pbcbu1

Building Three (PBC, BUILD3) - UABUILD3 - 650bu3

Building Two (PBC, BUILD2) - UABUILD2 - 600pbc

Health Sciences Education Building (HSEB01) - UAHSEB01 - pbchseb

3. Fill out all fields as completely as possible, ESPECIALLY the Short Description; the more information you provide, the better. If you need to meet the assigned Planning & Operations staff on a specific date, time, or place, please indicate that in the fields. Also, be sure to include your phone number and email. Lastly, please be sure to change the date to the actual date needed. Once this is done, hit "Submit".