



# Planning & Operations - July Newsletter

## Planning & Operations Website

The Planning & Operations website includes a bunch of useful information relating to campus and the surrounding areas. Are you looking for road closures to plan your morning commute? Go to [phxops.arizona.edu](http://phxops.arizona.edu), at the top of the home page you will find a quick link to the City of Phoenix's Planned Street Restrictions and Closures page, you can use the map to locate closures and restrictions along your route. This is just one way we are trying to support the PBC Community.

## Service Billing Reminder

The Planning and Operations Department continues to work on adding additional services for you. We ask that you formally contact us through our [work order system](#) for any requests such as moving offices, hanging pictures, extra custodial services, extra Security staffing and others including organizing and overseeing larger projects. We will meet with you to discuss what you need, the possible schedule, costs, and if we can do the job in house or if we will need to bring in an outside contractor to assist.

Additionally, your department may require an internal approval prior to Planning and Operations proceeding with work for some larger projects. Further guidance on this process will be available soon on our website.

We are excited to be able to offer more to the campus and look forward to working with you! Some services will now be charged directly to the requesting department and effective FY22 the "KFS" or Account number should be listed on all work orders.

## Meetings with Food Update

The University is no longer requiring an approved gathering exception request form for meetings with food. Please visit the [Events & Gatherings](#) webpage for more information. As a reminder a meeting with food request must meet the following criteria below otherwise it will be considered a special event:

- The request requires a lead time of 1 business day.
- If meeting with food is outside of normal business hours (**8a-5p M-F**), or longer than 4 hours or multi-day (even during normal business hours), please fill out the appropriate Special Event form.
- If schedulable resources (**Catering, AV, Instructional/Media Support, Furniture Reconfiguration**) are needed, or if more than 40 people are attending your meeting, use the Special Event (In-person) form.
- If requesting a Video Conference or Web Conference sessions, and no schedulable resources (**Catering, Door Overrides, Furniture Reconfiguration, Custodial**) are needed, use the Video Conference or Web Conference form.
- If requesting the Auditorium (Virginia Piper, 2210), use the Special Event (In-person) form.

## Campus Reminder

As campus is becoming busier and classes have started, we would like to remind everyone to not prop open doors to hallways, offices, classrooms, etc.. Everyone should be using a PBC badge or Cat Card to access spaces or a door override request should be submitted through [Maintenance Connection](#) if a door needs to be unlocked for a long period of time. Thank you!

## COVID-19 Testing

Wildcat Family,

As a friendly reminder, the UA COVID-19 Saline Gargle Wash PCR testing occurs every Wednesday from 8:00AM-1:00PM located on the UA-PBC Building 4, Room 115 (714 E. Van Buren Street, Phoenix, AZ 85006). Parking will be available and is free to all participants (see map below), please park near the front doors of building 4. **Please note, in order to participate in the PCR SG testing, we ask that all**

participants do not eat/drink anything or brush their teeth 30 minutes prior to your test. Drinking water is okay.



## Contact Information

Planning & Operations Website: [www.phxops.arizona.edu](http://www.phxops.arizona.edu)

For badges, Cat Cards, keys and access requests please submit a work order through [Maintenance Connection](#). (Please keep in mind you cannot self-request badges, new access levels or keys). The Access Team can also be reached at [PBC-Access@email.arizona.edu](mailto:PBC-Access@email.arizona.edu)

For parking inquiries, 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

Emergency On-Call Maintenance (HVAC, Electric, Flood) (877) 681-5116