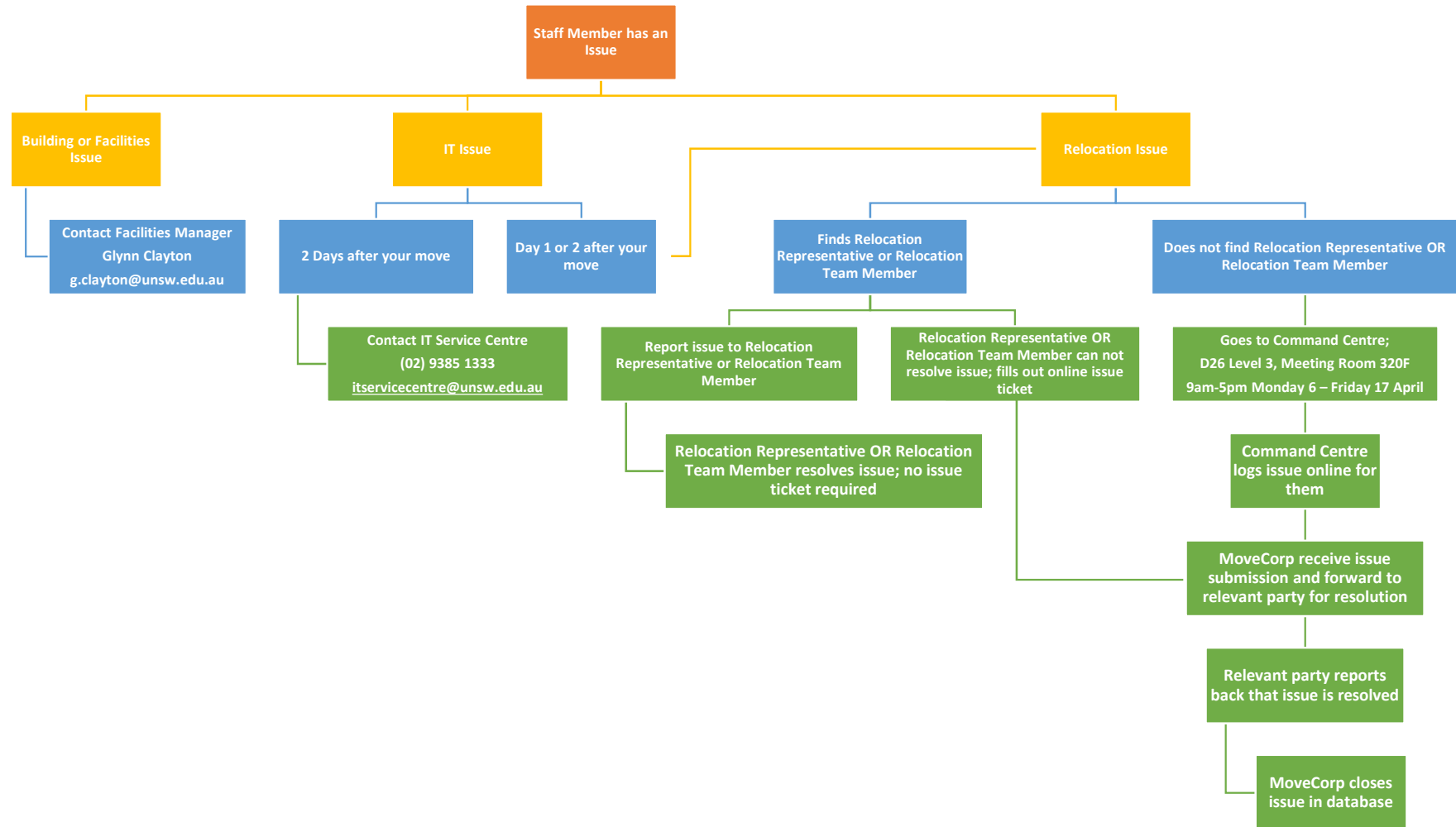










Relocation Issue Resolution Process

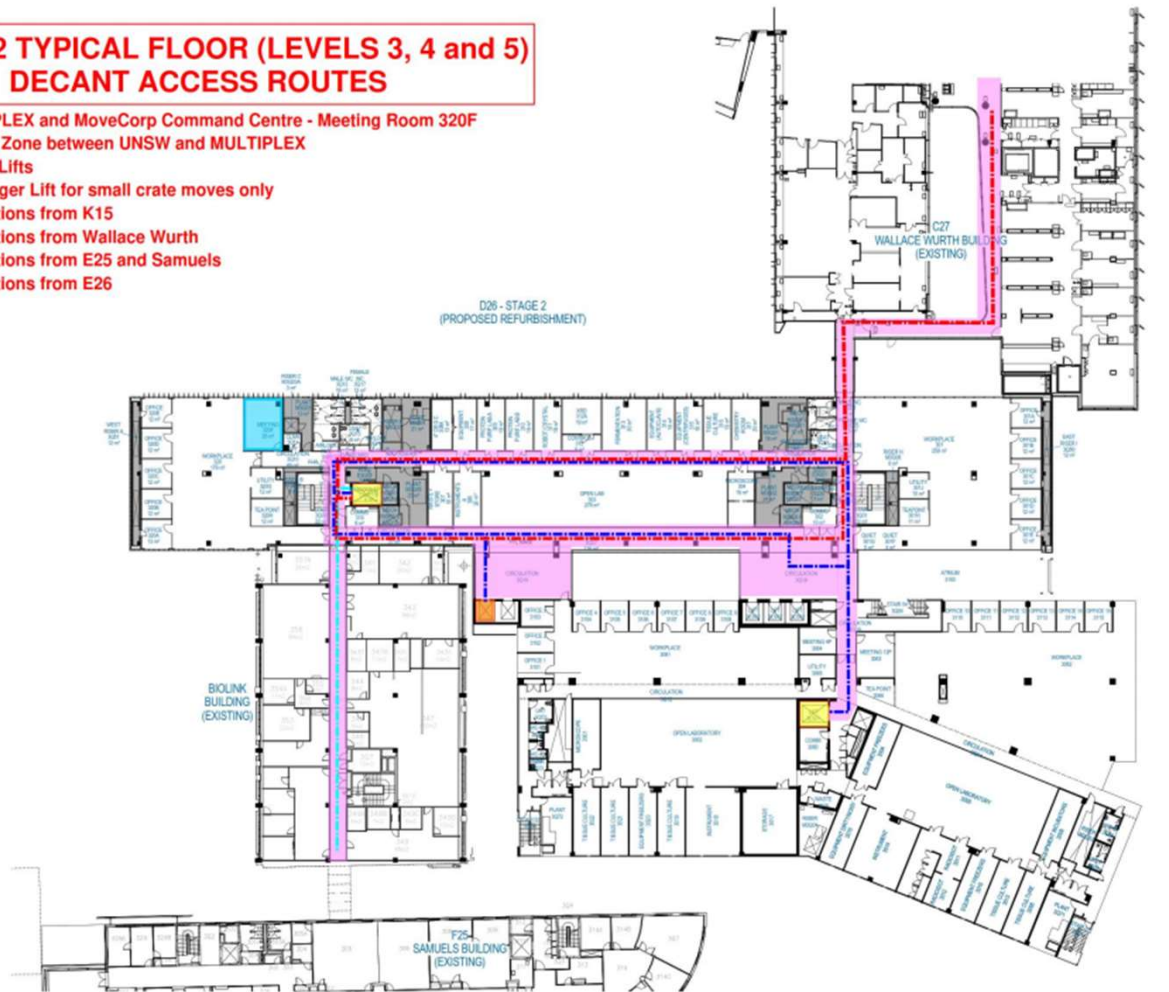


Command Centre Location

D26 Level 3 Meeting Room 320F

STAGE 02 TYPICAL FLOOR (LEVELS 3, 4 and 5) DECANT ACCESS ROUTES

-  MULTIPLEX and MoveCorp Command Centre - Meeting Room 320F
-  Shared Zone between UNSW and MULTIPLEX
-  Goods Lifts
-  Passenger Lift for small crate moves only
-  Relocations from K15
-  Relocations from Wallace Wurth
-  Relocations from E25 and Samuels
-  Relocations from E26



Relocation Issue Ticket Form

<https://www.surveymonkey.com/r/BiosciencesStage2CRelocation>

UNSW Stage 2C Relocation Issue Ticket

* 1. Contact Details

First Name

Last Name

Email Address

Phone Number

* 2. Location (Building , Workstation, Office, Room, Lab or bench)

* 3. Department

- BEES
- BABS
- Anatomy
- Other

* 4. What is your Issue Relating to?

- Desktop IT
- Phone
- Printer
- Other (please describe below)
- Laboratory Equipment
- Missing Item
- Orientation

* 5. Please select one of the following, The Issue is:

- High Impact - the user can not perform job without it being resolved
- Medium Impact - the user has some disruption to work
- Low Impact - the user can still perform job without disruption


6. Command Centre Use Only

Issue Closed?

- Same Day
- Following Day
- Other Day (note date below)

Other Date / Comments

DONE

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0 of 6 answered