Events One Stop Shop

Managing Chaos One Request At A Time
University Support Services

- **Our Mission**
  The mission of University Support Services is to serve the needs of the campus and strive to provide quality services that enhance the living and learning environment for students, faculty, staff, guests, and other members of the CSU community.

- **Our Vision**
  **Customer Service:** Provide a great customer experience from the first call to the last farewell.
  
  **Dedication:** Create an atmosphere of excitement and passion for the job.
  
  **Industry Knowledge:** Be on the forefront of industry trends, bringing them to use at Columbus State University.
  
  **Productivity:** Be a highly effective, lean, and fast-moving department.
Who We Are: University Support Services

- University Support Services at Columbus State University has been working over the past 7 years to simplify event coordination and billing processes for our clients, including faculty, staff, students, alumni, presidents office, athletics, and the community.

- University Support Services strives to be the full one-stop shop experience, wrapping all space reservations, event coordination, consultations, parking, and police arrangements into one work order system.

- This one-stop shop allows us to plan an event with ease, knowing that all coordination will be handled by University Support Services.
Why we created a centralized one stop shop for events at Columbus State

- To help eliminate confusion
- One office as the liaison for events on campus
- Central notifications to all department faculty and staff of event on campus
- Facilitate better planning for events
- Ensuring campus can accommodate and support the many activities
In the beginning, events weren’t tracked or monitored; they just happened.

- Absence of a centralized scheduling system
- No master calendar of events/activities scheduled on CSU campuses
- There was no regard to academic class schedule when planning an event, which led to over-capacity of academic and event spaces
- Each department managing their own calendar
This led us finding a software to
Managing Chaos One Step at a Time

Event Scheduling

- Requesting event spaces through one online system
- Process of approval through one system
- All scheduled events tracked through one system
Why We Chose Ad Astra

- After reviewing other higher education Scheduling systems, CSU decided to choose Ad Astra
- Academics was already using Ad Astra
- System communicates with Banner, the scheduling system CSU uses for academic space reservations
- Capability to funnel all event requests through specific request forms
- Ability to send requests to multiple account users in a system of approval
- Ad Astra communicates directly with customers via email during approval process
- Eliminating overbooking space: system does not allow multiple reservations in one space
- Reports automatically sent to facility coordinators with campus schedule via email
- From January to December 2016, there were approximately 1,700 scheduled events
So You Want to Plan An Event On Campus

- Does the space fit your event needs?
- Did you talk to the IT department about your Audio Visual needs?
- Did you let the print shop know that you need signs for your event?
- Did you meet with Parking Services to ensure guests can park on campus without getting a ticket? Do you need any roads blocked?
- Has the building manager reached out to the custodial department about cleaning services?
- Has University Police been notified to let you in campus?
- Is plant operations aware that you will be occupying the space for heating and cooling needs?
Meeting the challenge

- Feedback from stakeholders
- Consultation with campus entities
- Communication with all those impacted by the change
- Continuous reflection on the process
- Teamwork approach!
Process for Requesting Space on Campus

Step 1: Request the space

- Three Request Forms - Faculty/Staff, Student, Third Party

- Starts with University Support Services: Can Campus support this event?

- The University Event Panel: Reviews events that include the University President, invites the public, visitors from outside CSU, and requires excessive funding

- Final Approval: Granted by the Facility Coordinator over the space requested

- Emails are sent to the contact to the event to update on status changes
Submitting Space Requests and Work Orders

My Notifications
You have no notifications at this time.

Announcements
- Please be sure to logout and close your browser when you are done using MyCSU for security reasons.
- All of the content from CougarsNet is still here! Some content may be moved or combined with other content to help you find information faster.
- If you are having any issues, please contact the CSU Help Desk at 706-507-0199.
- We're looking for feedback on the design and content of the new MyCSU portal. Please consider leaving any feedback via our feedback form.

Course Registration
Registration (Summer 2017)
- Graduate School - March 27th to May 14th
- Seniors and Post-Baccalaureate - April 3rd to May 14th
- Juniors - April 4th to May 14th
- Sophomore - April 5th to May 14th
- Freshmen - April 6th to May 14th
- Non-degree, Transient, and Audit Students - April 7th to May 14th
Schedule Change, Drop/Add for Summer 2017 (100% Refund)
- Regular Term - June 12th to June 13th
- Maymester and 5-Week Session - May 15th
- Mini I Term - May 15th to May 16th
- Mini II Term - June 21st to June 22nd
Deadline to Withdraw with a WP - See withdrawal dates

Registration (Fall 2017)
- Graduate School - March 27th to August 13th
- Seniors and Post-Baccalaureate - April 3rd to August 13th
- Juniors - April 4th to August 12th
- Sophomore - April 5th to August 13th
- Freshmen - April 6th to August 13th
- Non-degree, Transient, and Audit Students - April 7th to August 13th
Schedule Change, Drop/Add for Fall 2017 (100% Refund)
- Regular Term - August 14th to August 18th

What's New in MyCSU
- A session timeout notification has been added to MyCSU to alert users that their session is about to expire.

Check back for more new features being added to MyCSU!
Requesting Space - Through one of the three request forms
Request Form

Please complete the following Event Request Form. This form only requests use of the space. Following space approval, please have your adviser submit an eQuest for event setup needs.

Contact Information
- Event Name: 21st Annual Office of Real Estate and Facilities Conference Dance Tryouts
- Organization Name: Dance Dance
- Contact Name: HC Hammer
- Contact Email: unknown

Location Information
- Meeting Name: 21st Annual Office of Real Estate and Facilities Conference Dance Tryouts
- Meeting Type: [Dropdown]
- Description: [Dropdown]
- Mix Attendance: 0
- Requires Room

Meeting Recurrence
- Start Time: 10:30 AM
- End Time: 11:30 AM

Meetings
- [Calendar View]
After an event is submitted, the contact will receive an email of successful submission from the scheduler:

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.
In USS, we log into our Event Notification Queue to view all incoming requests:
In order to process each request, our scheduling coordinator must open each individual event to add contact information and view the entire request:

<table>
<thead>
<tr>
<th>Event Name: 21st Annual Real Estate and Facilities Conference Dance Tryouts</th>
<th>Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Type: Student Organization Event</td>
<td></td>
</tr>
<tr>
<td>Event Status: Requested by guest</td>
<td></td>
</tr>
</tbody>
</table>

Res. Number: 20170913-00007
Owners: User, System
Customer: Logistical Services
Customer Contact: Celina, Tolina (Logistical Services)
Est. Attend: 0
SIDKey:
After it has been decided if our department or campus can support the event in the given location on the date requested, we will approve the Event from the Event Request Queue:
If we cannot support an event, USS will decline the Event from the Event Request Queue:
All responses are kept on a template for quick retrieval during event processing:

**Approvals**

Approved. This reservation only holds the space. The room will be in the default setting. Please have your advisor submit an eQuest under University Support Services if you have any additional needs (i.e. - linen, security, A/V). Please contact University Support Services at 706-507-8203 with questions or concerns. Thank you.

Approved. This reservation only holds the space. The room will be in the default setting. Please submit an eQuest under University Support Services if you have any additional needs (i.e. - linen, security, A/V). Please contact University Support Services at 706-507-8203 with questions or concerns. Thank you.

Approved. This reservation only holds the space. The room will be in the default setting. Due to another event scheduled after this reservation, please ensure that the room is left organized and clean. Please contact University Support Services at 706-507-8203 with questions or concerns. Thank you.

Approved. This reservation only holds the space. The room will be in the default setting (12 Rounds of 7, 2 6ft tables). Be aware that University Support will not assist in any special set up the day of your event due to Commencement. Please contact University Support Services at 706-507-8203 with questions or concerns. Thank you!

**Greek Life**

Approved. This reservation only holds the space. Please have your advisor to submit an eQuest under University Support Services for all additional needs (i.e. - linen, security, A/V). New Member Presentations are required to have two security officers present. In your event request, please list the start and end times for security purposes. Contact University Support Services at 706-507-8203 with questions or concerns. Thank you.
Final event status (approved or declined) is sent to the contact via email:

Event Request #2017-01137: 21st Annual Real Estate and Facilities Conference Dance Tryouts - Requested event has been declined

logistics@columbusstate.edu

12:36 PM (0 minutes ago)

Event Request Declined
12:36PM
10/23/2017

This event request has been declined for the following reason:

Declined. Due to the event type, this would be better suited in an alternate location. This would be better suited in a larger space. Our office can assist with filling out a new form with a more appropriate location. Contact University Support Services at 706-567-8203 to check availability of more suitable rooms.
Step Two is Easy, Vista

SO you have the space, but you need tables, chairs, linen, balloons, banners, speakers, projector, lighting, a truss structure, security, roads blocked, maintenance and custodial support.

All you have to do is place one E-Quest!!
What is an E-quest?

E-quest is our one stop shop for all your campus needs

- New faculty member and need your name plate on the door….
  Put in an E-quest!
- Have a wasp problem around the building entrance?
  Put in an E-quest!
- Booked a space and need 10,000 chairs
  Let me hear it!
Welcome to the Self Service Support Portal!

How may we help you today?
Please click one of the support areas below to begin.
Support Overview

**Custodial Needs:** Place a request for cleaning in addition to our regularly scheduled items.

**Custodial Supplies:** Place a request for additional supplies for your department such as paper towels or rubber gloves. Be sure to include the account number.

**Door Unlock/Unlock:** Place a request to unlock a door at a certain time. Make sure you already have the area reserved through Cougar Scheduler or Academic Affairs.

**Equipment Check Out:** Place a request for a portable sound system or other event item for your CSU sponsored off site or after-hours event.

**Event Services:** Place a request for all your event needs including tables, chairs, linen, A/V and more.

**Furniture Needs:** Place a request for New or Surplus furniture. Be sure to get Department Head approval for a new purchase.

**Grounds:** Place a request for limb removal, outdoor trash pick up, or outdoor pest control.

**Moves:** Moving offices? Place a request to let us know furniture types and number of boxes and a preferred move date. Be sure to empty and label all furniture prior to our arrival.

**Pick Up/ Deliver:** Place a request to pick up and deliver items to another area of campus.

**Shred Pick Up:** Place a request to pick up items to be securely shredded.

**Special Project:** If your request does not fit into the above categories, choose this one
**All Items and Furniture to be moved must be emptied and labeled prior to our arrival.**

**DESCRIPTION**

I need my office moved to the Moon.

Date Needed *
NOW

Move From *
EARTH

Move To *
MOON
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Event Services: Place a request for all your event needs including tables, chairs, linen, AV and more!

Furniture Needs: Place a request for New or Surplus furniture. Be sure to get Department Head approval for a new purchase.

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Special Project: If your request does not fit into the above categories, choose this one.
How may we assist you?
Start by selecting a general option on the left, then select the appropriate field on the right.

Event Services
Location of Request
Campus *
Other

If Other, please describe:

Describe your event needs: *

I want to have an event. I don't know what I need, but figure it out

Event Name *

FOR ME TO KNOW AND YOU TO FIND OUT
Event Services

Event Sponsor

Do you need the room unlocked?

Do you need an event set up and/or equipment (i.e. Tables, Chairs, Etc.)?

Do you want us to break down your event?

Estimated Event Attendance

Is Catering needed for your event?

Is Linen needed for your event?

Do you need Audio-Visual Equipment?

Is Transportation needed for your event?

Do you need signs for your event?

Do you need security for your event?

If this request is for someone else, check the box.

ATTACHMENT
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<tr>
<th>Creation Date</th>
<th>Number</th>
<th>Category</th>
<th>Questionnaire</th>
<th>Last Update</th>
<th>Recipient</th>
<th>Requesting Person</th>
<th>Support Person</th>
<th>Group</th>
<th>Status</th>
<th>Schedule</th>
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<td>10/26/2017</td>
<td>SR031310</td>
<td>Event Services</td>
<td>Location of Request</td>
<td>Campus Bldg</td>
<td>301</td>
<td>Lumpkin, Jan</td>
<td></td>
<td>USS</td>
<td>In progress</td>
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<td>10/26/2017</td>
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<td>Location of Request</td>
<td>Campus Bldg</td>
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<td>Lumpkin, Jan</td>
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<td>USS</td>
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</table>
### Feedback from Customer

<table>
<thead>
<tr>
<th>Feedback to Customer (Service App Only)</th>
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</table>

### Questionnaire

#### Description

**Tech Needed - J-Biggs 216 - President's Student Success Committee - 11/16/17 at 9 am**

- Tech Rehearsal Time: 8:30 am
- Event Start Time: 9 am
- Event End Time: 11 am

#### Cost

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<tr>
<th>Cost Type</th>
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#### Account

<table>
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<tr>
<th>ACCOUNT</th>
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#### Program

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#### Fund

<table>
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</thead>
</table>

#### Dept

<table>
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<th>DEPT</th>
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</thead>
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### Attachments

- [Tech Rehearsal Time](#)
- [Event Start Time](#)
- [Event End Time](#)
- [Complete Action](#)
- [Log Activity](#)
- [Create Action](#)
- [Assign](#)
- [Assign to Me](#)
- [Transfer](#)
- [Hold / Reassign](#)

### Event Details

<table>
<thead>
<tr>
<th>Created</th>
<th>Assigned To</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel, Mitchell</td>
<td>Set Up - President's Student Success Committee @ 11/16/2017 08:00 AM 00:00:00 am</td>
<td>-</td>
</tr>
<tr>
<td>Daniel, Mitchell</td>
<td>U.S.S. 216 President's Student Success Committee @ 11/16/2017 09:00 AM 00:00:00 am</td>
<td>-</td>
</tr>
<tr>
<td>Washington, Ashley</td>
<td>Break Down President's Student Success Committee @ 11/18/2017 09:00 AM 00:00:00 am</td>
<td>-</td>
</tr>
<tr>
<td>Washington, Ashley</td>
<td>U.S.S. 216 President's Student Success Committee @ 11/16/2017 09:00 AM 00:00:00 am</td>
<td>-</td>
</tr>
<tr>
<td>1 Day(s) ago</td>
<td>Washington, Ashley</td>
<td>Request Submitted</td>
</tr>
<tr>
<td>1 Day(s) ago</td>
<td>Marvin, Nancy</td>
<td>Creation</td>
</tr>
</tbody>
</table>

#### Number of Records: 50
Good morning,

We do not have a space requested for this event. A space request will need to be submitted through At Alt.

If you need any assistance with this process, please feel free to email me or call my office at the number below and we will be happy to assist!

Best,

[Attached image of a notification email]
We always strive to keep our queue at ZERO!
All work orders for setup staff are accessed through individual iPads.
Today's Date is:
Thu Oct 19 2017 07:31:25 GMT-0400 (EDT)

To Do (9) for _USS_

<table>
<thead>
<tr>
<th>Start Date/Time</th>
<th>Task</th>
<th>Comments</th>
<th>Attachments</th>
<th>More Info</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/2017 7:30 am</td>
<td>Set up SUA Forum Meeting @ 10/19/2017 12:30 PM</td>
<td>View Comments</td>
<td>View Attachments</td>
<td></td>
<td>Complete Task</td>
</tr>
<tr>
<td>10/19/2017 6:00 am</td>
<td>Setting event for Block Party @ 10/19/2017 10:30 AM</td>
<td>View Comments</td>
<td>View Attachments</td>
<td></td>
<td>Complete Task</td>
</tr>
<tr>
<td>10/19/2017 9:00 am</td>
<td>USS Break Down Job &amp; Internship Fair @ 10/19/2017 11:00 PM</td>
<td>View Comments</td>
<td>View Attachments</td>
<td></td>
<td>Complete Task</td>
</tr>
<tr>
<td>10/19/2017 10:00 am</td>
<td>Set up ALUMNI AWARDS LUNCH @ 10/29/2017 11:30 AM</td>
<td>View Comments</td>
<td>View Attachments</td>
<td></td>
<td>Complete Task</td>
</tr>
<tr>
<td>10/19/2017 10:00 am</td>
<td>Set up CSU Alumni Association's Alumni Awards Lunch &amp; Program @ 10/20/2017 12:00 PM</td>
<td>View Comments</td>
<td>View Attachments</td>
<td></td>
<td>Complete Task</td>
</tr>
<tr>
<td>10/19/2017 11:30 am</td>
<td>Break Down PAWS UP Talent Show @ 10/19/2017 07:00 PM</td>
<td>View Comments</td>
<td>View Attachments</td>
<td></td>
<td>Complete Task</td>
</tr>
</tbody>
</table>
Everyone Gets an E-Quest!

- The work orders go to our queue for scheduling.
- The system is unique because once someone requests an event, a set of questions are generated to guide in the event planning.
- Each question creates an action to be scheduled by our department, ranging from requesting signage to ensuring plant is scheduled for heating and air.
The E-Quest System Keeps our Work Flow Organized

- Key office employees are in charge of our E-Quest System to ensure that the appropriate personnel are assigned work orders.
- Once assigned, the work orders are scheduled on a daily basis with information as to who, what, when, and where.
- Each team who works for our department have IPads that update in real time with work orders.
- Once work orders are completed, teams come in and check a box that says it has been completed and it comes back to our Queue.
- Before we close work orders out we check for completion, check for chargers, and close the work order out which will send an e-mail back to the customers.
- If the customer reports the work order wasn’t completed, it will go back to our QUEUE and someone will have some explaining to do as to why they clicked “completed” and the task will be reassigned.
E-Quest Brings Teamwork to Life

- Our office staff will schedule work orders based on the needs and staff workload.
- The work orders get assigned to individuals in our department.
- Every member of our team carries an iPad that is updated with tasks daily.
- In real time we can make changes to work orders if the requester asks to change a setup, delivery time, or even the color of the table linen.
- The team member has the ability to snap a photo of what the task after completion and log it into the work order.
- Once the team member hits complete on their action in the iPad, a notification to the office and to the customer is sent so everyone can celebrate the task completion.
Department Outreach

- With all requests funneled to one location, we can request personnel across departments to assist with completing work orders.
- Keeping everyone informed promotes a good rapport with our partner departments.
- This opens dialogue and has strengthened collaboration across departments.
- For example, our partnership with several departments including Facilities/Plant Operations, University Police, University Relations, Food and Beverage serves to benefit the campus as a whole.
What’s the Catch: Smartsheet

- How do you know when events will happen
- When do you know to do building cleanings
- How do you track expenses
- How do you employees complete special projects
- How do you keep up with inventory
- Who did we order from last year
- Contact info for everyone
There is a Smartsheet for that

- Phone calls and emails only cover so much information in the event world
- Everyone needs reminders
- We found that Smartsheet allows us to create manager tracking
- Smartsheet has the ability to upload information to individual Smartsheets.

Did you get permits for the parades?
Did you post the new job position?
Did you order the attractions for the event?
Did create the PowerPoint for this conference?
What is a Smartsheet?

Smartsheet is the world’s leading SaaS platform for managing and automating collaborative work.

Think of it as a living excel file: You can manage, track, and collaborate from the comfort of your phone.

Smartsheets keep us from being blind-sided by reoccurring projects/events.
<table>
<thead>
<tr>
<th>#</th>
<th>Start Date</th>
<th>End Date</th>
<th>Tent Date</th>
<th>Street Clos.</th>
<th>Event/Project Name</th>
<th>Location</th>
<th>Category</th>
<th>Frequency</th>
<th>Type of Event</th>
<th>Point of Contact</th>
<th>Added Schedule</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>02/01/17</td>
<td>02/14/17</td>
<td></td>
<td></td>
<td>Annual performances- Due to AK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>02/01/17</td>
<td>02/28/17</td>
<td></td>
<td></td>
<td>Light clocktower RED for Heart Disease Month Make and place sign at clocktower indicating Heart Disease Month Start 1st week of the month and run through month</td>
<td>Clocktower</td>
<td>Campus Services Projects</td>
<td></td>
<td>Yearly</td>
<td></td>
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<tr>
<td>3</td>
<td>02/01/17</td>
<td>02/17/17</td>
<td></td>
<td></td>
<td>Yearly Reoccurring Project - Walk Main Campus for Spring project list: Custodial  - Custodial General Projects  - Carpet Cleaning  - Furniture Cleaning  - Window Cleaning  Logistics  - Logistics General Projects  - Furniture Replacement/Move Grounds  - Grounds General Projects  - Pressure Washing  Maintenance  - Maintenance Issues  Signage</td>
<td>Custodial Services Projects</td>
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<tr>
<td>5</td>
<td>02/01/17</td>
<td>02/10/17</td>
<td></td>
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<td>Create Spring Break project list for Logistics staff</td>
<td>Campus Services Projects</td>
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<td>6</td>
<td>02/01/17</td>
<td>02/03/17</td>
<td></td>
<td></td>
<td>Update emergency contacts for staff</td>
<td>Campus Services Projects</td>
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<tr>
<td>Task Name</td>
<td>Duration</td>
<td>Start</td>
<td>Finish</td>
<td>Assigned To</td>
<td>Comments</td>
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<tr>
<td>Ryan - Need to fill the vacant positions for Conference</td>
<td></td>
<td>09/25/17</td>
<td>10/06/17</td>
<td>Ryan Harris</td>
<td></td>
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<tr>
<td>Utility Worker 1 - position number - 30001952</td>
<td>07/24/17</td>
<td>10/13/17</td>
<td>Ryan Harris</td>
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<tr>
<td>Utility Worker 1 - position number - 30000832</td>
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<td></td>
<td>Ryan Harris</td>
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<tr>
<td>Rent Christmas float, need trailer or design bed for our trailer, sign up for Christmas float, need students, faculty, and staff</td>
<td>10/09/17</td>
<td>10/13/17</td>
<td>Steve M. Ryan</td>
<td></td>
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</tr>
<tr>
<td>Meet with Steve on creating a training incentive program for Custodial</td>
<td></td>
<td>04/18/16</td>
<td>10/20/17</td>
<td>Ryan Harris</td>
<td></td>
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</tr>
<tr>
<td>Rent Snow Machines for - FX Solutions or Callawayist</td>
<td></td>
<td>10/23/17</td>
<td>10/25/17</td>
<td>Ryan Harris</td>
<td></td>
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</tr>
<tr>
<td>I would like a small email created for all reoccurring events for 2017-2018 year include all states, this should be a template to be sent out to individuals to confirm their event, date and location for the next year. We might need to schedule a meeting if they plan any changes or alterations to that event that needs and changes</td>
<td>06/12/17</td>
<td>10/27/17</td>
<td>Ryan Harris</td>
<td>We are working on our schedule for 2017-18 and we want to be sure that the date and space are reserved for your annual event. Please confirm your event, the date as well as the space needed, so that we can send additional details. We look forward to working with you again!</td>
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<tr>
<td>Keep - Call Georgia Tech on doing a tour and discussion on their water chemical cleaning</td>
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</tr>
<tr>
<td>Keep - I would like for you to work with Ryan to create a safety training manual. John Crowe started this for custodial and moving and set up and grounds. It needs to cover equipment that is being used is Lull, forklift, tractor, pressure washer, dolly, hedge iron dolly, lifts, trucks, forklifts on trucks. As well as custodial services equipment there using each piece of equipment made safety's it's covered under that equipment. How to use it and how to store it if it needs to be cleaned or how to operate it as well as chemicals</td>
<td>06/15/17</td>
<td>11/10/17</td>
<td>Ryan Harris</td>
<td>They can only meet Tuesdays this year</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Request Copy for Big City Christmas Parade (12/3/16)</td>
<td></td>
<td>11/13/17</td>
<td>11/17/17</td>
<td>Ryan Harris</td>
<td></td>
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</tbody>
</table>
Expense Tracking in the Smartsheet

- With over 2.5 million square feet, it is necessary sometimes to contract out services to support our in-house staff in the areas of cleaning, grounds, and so on.

- Smartsheet allows us to track the cost, the contractor, and date of services.

- This provides an accountability trail and a tool for addressing issues promptly.
<table>
<thead>
<tr>
<th>Building Location</th>
<th>Type of Cleaning</th>
<th>Finishey</th>
<th>Priority</th>
<th>2015 Date</th>
<th>2016 Date</th>
<th>2017 Date</th>
<th>2018 Date</th>
<th>2019 Date</th>
<th>2020 Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corn Center Lobby - student removal and deep clean</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>1</td>
<td>07/24/15</td>
<td>07/24/16</td>
<td>07/24/17</td>
<td>07/24/18</td>
<td>07/24/19</td>
<td>07/24/20</td>
</tr>
<tr>
<td>Corn Center Lobby - risers and pole sign</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>2</td>
<td>07/24/15</td>
<td>07/24/16</td>
<td>07/24/17</td>
<td>07/24/18</td>
<td>07/24/19</td>
<td>07/24/20</td>
</tr>
<tr>
<td>Student Rec Center Pool hallway (2’ x 12’)</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>3</td>
<td>07/24/15</td>
<td>07/24/16</td>
<td>07/24/17</td>
<td>07/24/18</td>
<td>07/24/19</td>
<td>07/24/20</td>
</tr>
<tr>
<td>Student Rec Center Family Residences (2’ x 12’)</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>4</td>
<td>07/24/15</td>
<td>07/24/16</td>
<td>07/24/17</td>
<td>07/24/18</td>
<td>07/24/19</td>
<td>07/24/20</td>
</tr>
<tr>
<td>Student Rec Center 2nd floor Ladies (2’ x 12’)</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>5</td>
<td>07/24/15</td>
<td>07/24/16</td>
<td>07/24/17</td>
<td>07/24/18</td>
<td>07/24/19</td>
<td>07/24/20</td>
</tr>
<tr>
<td>Student Rec Center 2nd floor Men (2’ x 12’)</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>6</td>
<td>07/24/15</td>
<td>07/24/16</td>
<td>07/24/17</td>
<td>07/24/18</td>
<td>07/24/19</td>
<td>07/24/20</td>
</tr>
<tr>
<td>Student Rec Center 2nd floor Men and Ladies (2’ x 12’)</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>7</td>
<td>07/24/15</td>
<td>07/24/16</td>
<td>07/24/17</td>
<td>07/24/18</td>
<td>07/24/19</td>
<td>07/24/20</td>
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<tr>
<td>Student Rec Center 3rd floor Men (2’ x 12’)</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>8</td>
<td>07/24/15</td>
<td>07/24/16</td>
<td>07/24/17</td>
<td>07/24/18</td>
<td>07/24/19</td>
<td>07/24/20</td>
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<tr>
<td>Student Rec Center 3rd floor Men and Ladies (2’ x 12’)</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>9</td>
<td>07/24/15</td>
<td>07/24/16</td>
<td>07/24/17</td>
<td>07/24/18</td>
<td>07/24/19</td>
<td>07/24/20</td>
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<tr>
<td>School of Music - Studio lobby</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>10</td>
<td>07/25/15</td>
<td>07/25/16</td>
<td>07/25/17</td>
<td>07/25/18</td>
<td>07/25/19</td>
<td>07/25/20</td>
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<tr>
<td>School of Music - TT14</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>11</td>
<td>07/25/15</td>
<td>07/25/16</td>
<td>07/25/17</td>
<td>07/25/18</td>
<td>07/25/19</td>
<td>07/25/20</td>
</tr>
<tr>
<td>School of Music - Practice Rooms</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>12</td>
<td>07/25/15</td>
<td>07/25/16</td>
<td>07/25/17</td>
<td>07/25/18</td>
<td>07/25/19</td>
<td>07/25/20</td>
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<tr>
<td>Carpenter Building - Lobby</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>13</td>
<td>07/28/15</td>
<td>07/28/16</td>
<td>07/28/17</td>
<td>07/28/18</td>
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<tr>
<td>Carpenter Building - 216</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>14</td>
<td>07/28/15</td>
<td>07/28/16</td>
<td>07/28/17</td>
<td>07/28/18</td>
<td>07/28/19</td>
<td>07/28/20</td>
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<tr>
<td>Carpenter Building - 217 + Stepa</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>15</td>
<td>07/28/15</td>
<td>07/28/16</td>
<td>07/28/17</td>
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<tr>
<td>Carpenter Building - 214</td>
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<td>White</td>
<td>16</td>
<td>07/28/15</td>
<td>07/28/16</td>
<td>07/28/17</td>
<td>07/28/18</td>
<td>07/28/19</td>
<td>07/28/20</td>
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<tr>
<td>Corn Center - downstairs</td>
<td>Floor Cleaning (tile) VCT</td>
<td>White</td>
<td>17</td>
<td>07/28/15</td>
<td>07/28/16</td>
<td>07/28/17</td>
<td>07/28/18</td>
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<tr>
<td>Corn Center - upgrades</td>
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<td>White</td>
<td>18</td>
<td>07/28/15</td>
<td>07/28/16</td>
<td>07/28/17</td>
<td>07/28/18</td>
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<td>07/28/20</td>
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<tr>
<td><strong>Window Cleaning</strong></td>
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<tr>
<td>A6B Amusing</td>
<td>Window Cleaning</td>
<td>$250.00</td>
<td>07/25/15</td>
<td>07/25/16</td>
<td>07/25/17</td>
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<td>07/25/19</td>
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<tr>
<td>A6B tram - front entrance of building</td>
<td>Window Cleaning</td>
<td>$1,250.00</td>
<td>07/25/15</td>
<td>07/25/16</td>
<td>07/25/17</td>
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<tr>
<td>A6B Amusing</td>
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<td>$250.00</td>
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<tr>
<td>A6B Davidson - see notebooks</td>
<td>Window Cleaning</td>
<td>$250.00</td>
<td>07/25/15</td>
<td>07/25/16</td>
<td>07/25/17</td>
<td>07/25/18</td>
<td>07/25/19</td>
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<tr>
<td>A6B Health and Wellness - front and side entrance</td>
<td>Window Cleaning</td>
<td>$45.00</td>
<td>07/25/15</td>
<td>07/25/16</td>
<td>07/25/17</td>
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<tr>
<td>A6B Howard Hall</td>
<td>Window Cleaning</td>
<td>$250.00</td>
<td>07/25/15</td>
<td>07/25/16</td>
<td>07/25/17</td>
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<tr>
<td>A6B Library Mather Campus</td>
<td>Window Cleaning</td>
<td>$250.00</td>
<td>07/25/15</td>
<td>07/25/16</td>
<td>07/25/17</td>
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<tr>
<td>A6B Richards 2nd floor entrance</td>
<td>Window Cleaning</td>
<td>$250.00</td>
<td>07/25/15</td>
<td>07/25/16</td>
<td>07/25/17</td>
<td>07/25/18</td>
<td>07/25/19</td>
<td>07/25/20</td>
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<tr>
<td>A6B Schultze front entrance</td>
<td>Window Cleaning</td>
<td>$1,575.00</td>
<td>07/25/15</td>
<td>07/25/16</td>
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<td>07/25/18</td>
<td>07/25/19</td>
<td>07/25/20</td>
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</tbody>
</table>
Additional Software Options for Controlling Chaos
CompuClean®, Spartan’s Custodial Management Software tracks and manages cleaning operations through the new CompuClean App. Featuring custom inspection capabilities, CompuClean Mobile makes documenting performance and tracking cleaning issues easy. Inspections are quick and convenient with the ability to capture multi-media content including images that reinforce inspection results.
Key Systems' GFMS brings together versatile management software, real time information and high security electronic asset control into a single system. Global Facilities Management System refers not to a specific security device or software application but to your entire Key Systems install functioning together. All of our electronic asset control devices are designed to function as a part of your GFMS solution.
Present-day systems work by providing a record of the time, date, and location when an employee arrives at the checkpoints on his/her tour. Usually the employee will carry the handheld device which is then activated at each of the checkpoints. Once the handheld device collects the information (time, date, and location) from the checkpoint, the information can then be downloaded from the handheld device onto a computer. After the information is downloaded, the information can be reviewed, and reports can be created.
University Support Services: A One Stop Shop

- Custodial Services
- Event/Facility Scheduling & Management
- Moving & Set Up
- Warehouse: Shipping & Receiving
- Furniture
- In House Ground Services
- Sign & Design Graphics
- Cunningham Conference Center/Offices at Cunningham
- Parking Services
Events at Columbus State University
Tower Society Gala 2016
Winterfest 2016
Homecoming Events at CSU
Graduation at Columbus State University, May 2017
Annual Cougar Kickoff Events
First Year Convocation 2017
Questions?
Additional Info

https://universitysupportservices.columbusstate.edu/

Contact USS 706-507-8203