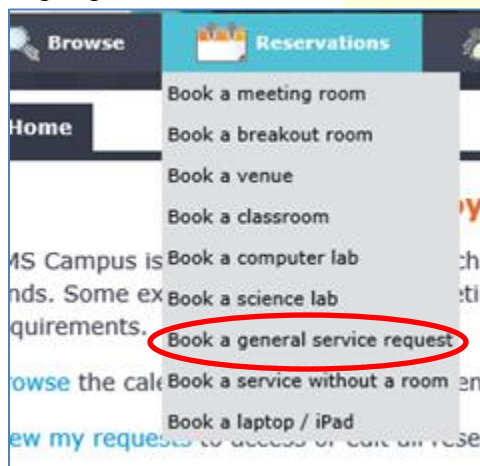


Production General Requests and Custodial Requests

Here are the steps to make general requests for Production or Custodial using EMS Campus (ex. general moving requests, office moves, request for cleanup, etc.).

- Open your web browser and visit www.royalroads.ca/BookaRoom .
- Highlight the **Reservations** tab and select **Book a general service request** tab.




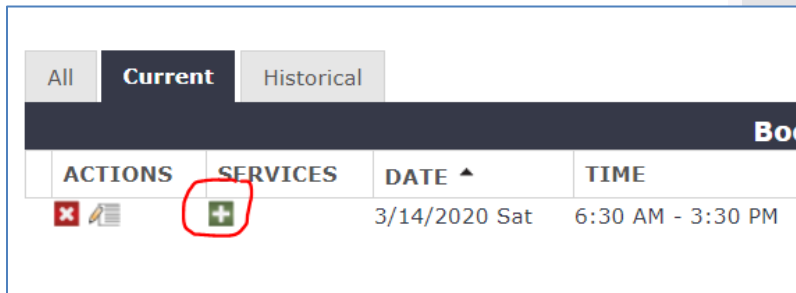
- Select the appropriate date, start and end time for your request.
- The building default will be Other – Production/Custodial. For the **Location**, specify where items will be picked up/or where the cleaning is required: i.e. Gatehouse.
- Complete your Event Name. Specify the action: i.e. general moving request, clean up, etc.

BOOK A GENERAL SERVICE REQUEST

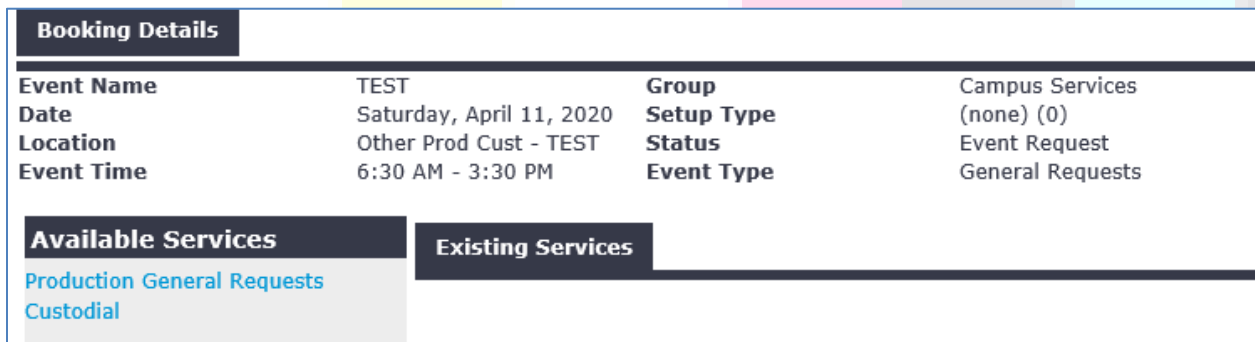
When and Where	Info
<p>Date: * 3/11/2020 Wed Recurrence</p> <p>Start Time: * 6:30 AM End Time: * 3:30 PM</p> <p>Location Details</p> <p>Building: * Other - Production/Custodial</p> <p>Location: * Gatehouse</p> <p style="text-align: center; background-color: #00a0c0; color: white; padding: 5px; width: fit-content; margin: 0 auto;">Get Services</p>	<p style="background-color: #333; color: white; padding: 2px;">Details</p> <p>Event Details</p> <p>Event Name: * Moving Boxes</p> <p>Event Type: * General Requests</p> <p>Group Details</p> <p>Group: * Campus Services</p> <p>1st Contact: * Pregelj, Rebecca</p> <p>Phone: * 250-391-2600 ext. 4141</p> <p>Email: * Rebecca.Pregelj@royalroads.ca</p>

- Once completed click **Get Services** to submit your request.

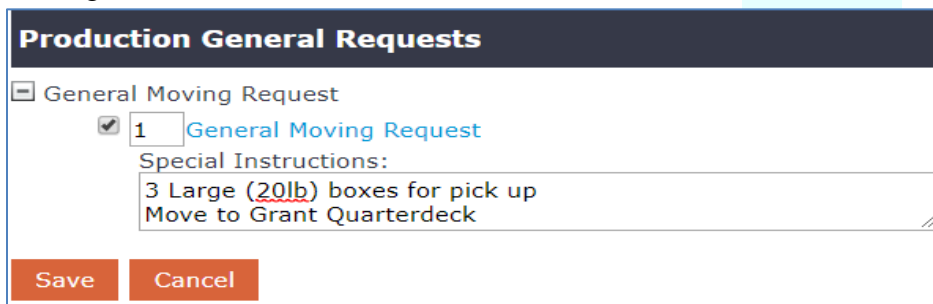
- You will receive a pop up notice to indicate that you have successfully submitted a service request. Once approved a confirmation e-mail will be sent to you.
- After you close the pop up notice, you will be in your new reservation.
- Now you can add Production General Requests or Custodial Requests by clicking the  sign under the **Services** tab.



- These **Available Services** provide text boxes for you to specify the details of your request.



- Please include the number of items to be moved, size/weight (if known) and the location they are moving.



- Make sure you select **Save** at the bottom of the page if you make any changes.
- If you need more information or guidance, please contact us at scheduling@royalroads.ca

Please note services or changes made within **48 hours** may have limited resources available due to the short notice. Should you encounter this, please the resource department directly to see what can be accommodated.

CONTACTS:

Custodial

Custodial_Requests@RoyalRoads.ca

Production Services

RRU-Production-Services-Workers@royalroads.ca