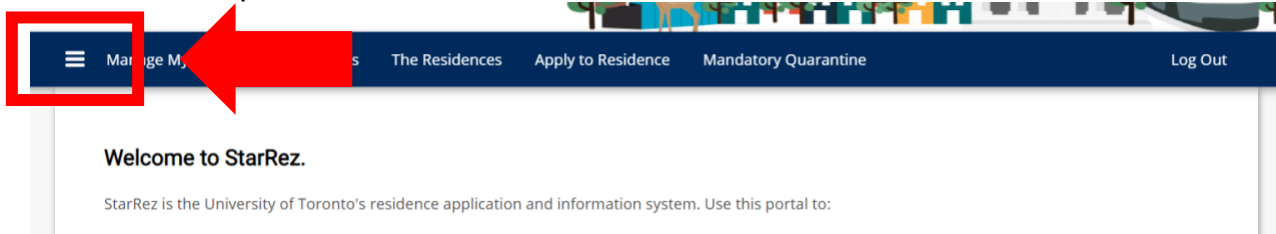


UTM Residence Work Order Guide

1. Go to residence.utoronto.ca and log in with your UTORid and password.
2. Click the Menu (three-line symbol) and select "Maintenance"; to create a new work order, select "new request"



3. Select the Room Category. Please make sure the room you select is highlighted in GRAY. If it is not highlighted gray, the work order will not submit

Room

Room Category:

My Room

Please select a Room Space for this maintenance job (to do so, ensure that the unit is highlighted gray):

Room Description	Room Space	Room Type
OP209B	OP209B-1	UTM 2 bd trad

Ensure the area marked in red is highlighted GREY

4. Fill in the CATEGORY & ITEM that best fits your work order. In the DESCRIPTION, make sure to be as detailed as possible. Agree to all terms and conditions.

Status

Date Reported: 9/10/2020 12:44 PM

Status:

General

Category:

(Please Select Category)

Item:

(Please Select Item)

Description:

<empty>

I agree to allow a staff member into my room while I am not there:

☐

5. Answer all the COVID-19 screening questions. Please ensure to go through them each time you are submitting a work order. If you are feeling unwell, take the necessary supports to keep our community safe.

COVID-19

In order to ensure SHRL can take the necessary precautions to protect residents and staff while maintaining residence spaces during the COVID-19 pandemic, please complete the following questions. If you have been feeling unwell, if possible, submit your work request once you have been symptom free for 48 hours.

During this time residents are asked to:

- Remain 2 meters from work space while Maintenance Technicians are working within student spaces

If you believe you may have COVID-19 or are suffering from COVID-19 related symptoms and need emergency work completed please [complete the Symptoms Self-Reporting Webform](#).

Are you experiencing a fever, new cough, shortness of breath?

Yes

Are you experiencing symptoms such as muscle aches, fatigue, headache sore throat, runny nose?

Yes

Have you travelled outside of Canada in the last 14 days?

No

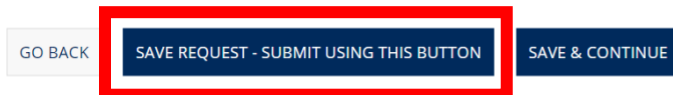
Have you been in close contact with a person who tested positive for COVID-19, who is sick with new respiratory symptoms or who recently travelled outside of Canada?

No

(If you are living in an apartment/suite) To your knowledge, would anyone else in your suite answer Yes to any of these questions

Yes

6. Click the “SAVE REQUEST” button to properly submit your Work Order



GO BACK **SAVE REQUEST - SUBMIT USING THIS BUTTON** SAVE & CONTINUE