FM SERVICE CENTER LOCKOUT FLOWCHART

Contact and Escalation

Office Space
Staff locked out of office

→ Their Supervisor → Building Supervisor → Department Leadership

USF GENERAL CLASSROOM ACCESS

Professor
Trying to access the classroom

Student
Trying to access the classroom

→ **Academic Space & Course Management** →

MS Teams (Urgent)
Chris Loth: (813) 974-4311
Catherine Mund: (813) 974-3777
ASCM office: (813) 974-5811

Email (Schedule Adjustments)
askspace@usf.edu

USF HEALTH CLASSROOM ACCESS

Professor
Trying to access the classroom

Student
Trying to access the classroom

→ **When request is for a USF Health classroom in the following buildings:**

ALZ	MDC	MDD
CMS	MDL	STC
CPH	MDN	IDRB
LRC	MDT	
MDA	NEC	

→

MS Teams (Urgent)
USF Health Room Reservations
Heather Bush
(813) 974-3288

Email
hcribbs@usf.edu

MISCELLANEOUS SPACE

Event Space & Department-owned Conference Rooms

→ **Contact** - Whomever they reserved the room through

After Hours
(5pm – 8am. And all Weekend)

→ **USFPD Non-Emergency Line:**
(813) 974-2628

BUILDING ACCESS

General Building Access
Key Access

→ **FM KEY SHOP REQUEST** →

Send the user to: USF Key Shop website.
(813) 974-2448

Card Access
Including Card Swipe Issues or Access

→ **Information Technology** →

Contact - IT Support by phone at:
(813) 974-4357 or send email to: help@usf.edu

Contact - Their Supervisor or the Building Supervisor