

February 4, 2016

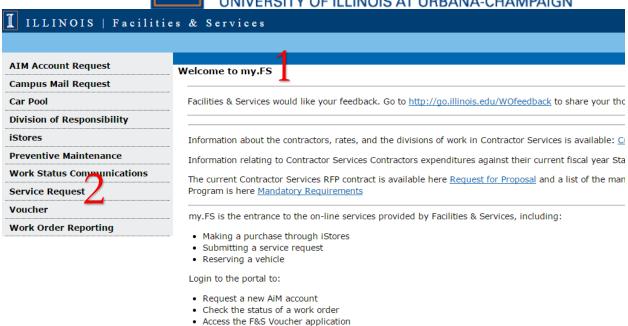
Dear Campus Community:

The Chancellor and Provost Committee on Lesbian, Gay, Bisexual, Transgender, and Queer Concerns is happy to share with all units that through the great work and dedication of many individuals and committees, an "All Gender Restroom" sign (samples below) is currently now available through the Facilities and Services sign shop. The signs are to identify single-use, locking-capable restroom facilities in campus buildings. The Chancellor's and Provost Committee on LGBTQ Concerns officially recommends the usage of this sign for all applicable restrooms. Please use this document as a functional job aide that can assist your unit/office/building managers to successfully order and install the signs.

In Solidarity, Cris Mayo, Chair Alejandro Gómez, Vice-Chair

Instructions:

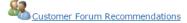
- 1) Navigate to my.fs.illinois.edu
- 2) Select "Service Request" from the left side bar
- 3) Sign in with University credentials. NOTE: Only authorized users for building services requests can access this function.
- 4) Select the Type of service, "Service Request", and your desired completion date.
- 5) Select your Building and Room Information
- 6) In the Description, be clear to request the "All Gender Restroom" sign and any specifications for coloring or style to match your building
- 7) Contact information will be the user submitting the request
- 8) Insert the appropriate account information, via the Account tab, for this service request. At present, the signs cost \$100 (for parts and installation). The Committee has some funds committed to this project, please contact us at lgbtconcerns@illinois.edu if your unit needs assistance.
- 9) When all necessary fields are complete, submit the request.
 *Sean Cassidy is the point of contact at the Sign Shop and can be reached at signshop@mx.uilllinois.edu, if further assistance is needed.

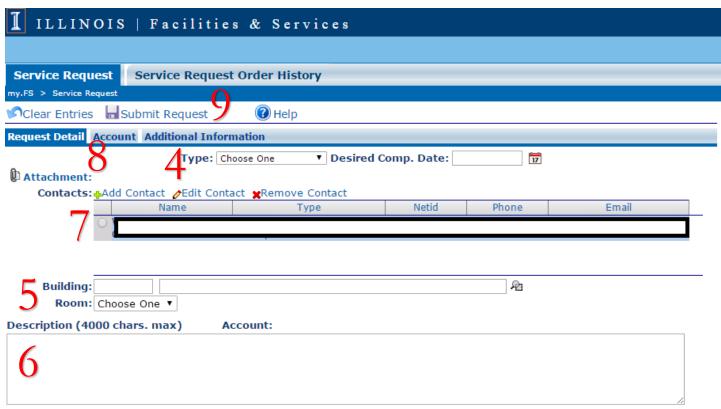


Select an option from the left menu to access a service or log in to access the portal AiM applications.

For assistance, contact myfs@mx.uillinois.edu.

Subscribe to receive work order status updates





In a critical situation requiring immediate action or for any problem regarding an elevator, the online request form should NOT be used. Call the Service Office at 333-0340. In all other instances, use the portal.

Illini Union, 1st Floor, North east



