

## How to: Make Sense of FSRs

### What is an FSR?

An FSR is just an acronym for “Facilities Service Request”. FSRs need to be created when your room/facility needs go beyond what the Luskin School can support or provide. ALL of these FSRs come at a cost, but are also intended to protect the space for all students. We have had consistent issues with pests, complaints from students and faculty and the University. This is the best way to address these issues. UCLA Facilities will fulfill these requests. Be *specific* in your requests.

### Most Commonly used FSRs

#### ***Trash and Clear Streams***

Events that have food or excessive collateral require an FSR for trash pick up, as well as additional depositories to be delivered. For the Commons, it is recommended to have trash pick up before *and* after your event.

#### **What is a Clear Stream?**

UCLA is moving towards zero trash. Help us do our part. “Clear streams” are bins for compost and recycling rubbish. You can get up to 10 total for free.



A **compostable clear stream** (green lid) is suggested for uneaten food or serving dishes that are considerably soiled by food. This is under the assumption that serving dishes are recyclable (i.e. not Styrofoam)

A **recycling clear stream** (blue lid) is technically for “everything else”. Again, this is assuming that you are using serving materials that are all recyclable (ie. paper, aluminum cans or plastic bottles).



#### ***Trash boxes***



UCLA is moving away from the trash boxes. Since not all vendors are caught up on sustainability needs, it is sometimes easier to use trash boxes and recycling clear streams. There is a charge per box in addition to a delivery fee.

#### ***Unlocking Rooms***

If you have an event that is taking place after working hours (8a-5p), on weekends or holidays, you may need to create an FSR to have the rooms you need unlocked.

#### ***Cleaning***

FSRs can also be requested for wiping down tabletops, sweeping leaves off the terrace, or other cleaning needs as required by your event.

### Costs



**Clear streams:** \$84 (includes delivery and pick up). You can get up to 10 clear streams TOTAL and decide how many of each you will require.

**Trash boxes:** \$84 (includes delivery and pick up). Each trash box costs \$5. If you decide to retain these boxes for future use, you must provide your own bags and still schedule for pickup.

Student organizations may opt to take their own trash out to the bins near LuValle. Food trash (even empty boxes) CANNOT be left in the stairwells.

**Unlocking fees:** It costs \$20 - \$200 to have access to the building. This is based on the schedule and availability of Facilities. Sundays and weekends tend to go up to \$200 with a \$56/hour fee for labor at a 4-hour minimum.

### **NO FSR?**

Organizations are required to provide a check made out to *UC Regents* for the cost of an FSR if a student group opts to not create one. Checks will be returned to the organization if there are no issues with the reserved space after the event.

### **How to Create an FSR?**

***If paid for by your home department,*** please contact the department admin to create for you. The FSR number must be submitted to the Events Manager.

### ***If paid for out of organization's budget,***

1. Email Kelly O'Ceriann at [KOCERIANN@FACNET.UCLA.EDU](mailto:KOCERIANN@FACNET.UCLA.EDU) with the following:
  - a. Billing address for the organization
  - b. What you need done
  - c. Details of the event (date, time, location, etc.)
  - d. Who is paying for the expense.

Kelly will then create a "Sundry Debtor" account and an FSR for you.

2. Please send the FSR number to the Events Manager
3. After the event, Kelly will send the bill, which you can pay either with a check or credit card.

### **Day of Event:**

If you have any issues with your facilities requests, contact:

**Facilities Trouble Desk**  
**(310) 825-9236**