

AIM vs Infrastructure Work Orders Job Aid

AIM Work Orders are for any fixing, maintenance, or replacement of items as part of the building infrastructure. This is anything that already exists in the building and not something you are planning on adding to the building. Examples of AIM Work order Items are below:

- Vehicle Maintenance
- Vehicle Reservation
- Golf Cart/Other Vehicle
- Small Motor/equipment
- Cleaning Request
- Broken Window
- Carpentry Request
- Ceiling Tile Replacement
- EHS Services/Investigation
- Used Batteries Pick Up
- Used Light Bulb Pick Up
- Alarm Sounding
- Electrical Request
- Elevator Issue
- Power outage
- Lighting Issue
- Grounds/landscape request
- HVAC Request
- Too Cold
- Too Hot
- Pest control Services
- Plumbing Request
- Water Leak
- Packing Box/tape
- Furniture Move
- Surplus
- Water Fountain
- Faucet/Sink
- Toilet/Urinal

Other examples would be moving boxes, furniture, or painting walls, which are typical with Faculty Moves.

You or your faculty can enter AIM work requests directly here: <https://aimweb.kennesaw.edu/home.php>

Infrastructure Work Orders are for anything you want to have added to the building that doesn't already exist. Examples are, additional power, compressed air, special connections, new venting, ect.

The procedure for Infrastructure Work Orders:

1. Faculty fills out the SPCEET Infrastructure Needs Form and submits it to their Department Chair via email.
2. Department Chair reviews and if they deem it necessary, they will then forward the email to Dr. Coates.
3. Dr. Coates will have a meeting with the Department Chair and Faculty requestor for further discussion and the process then continues from there.

The SPCEET Infrastructure Needs Form can be found <https://engineering.kennesaw.edu/resources/job-aids-forms.php>