

Space and Facilities Planning

Fact Sheet

Sears Tower

216-368-5908 – Fax 216-368-5439

Jill Stanley - Assistant Dean, T201, 368-5487, jill.stanley@case.edu

Daniel Davis - Associate Director, T201, 368-6383, daniel.davis@case.edu

Susette Ziats – Manager – 368-2798, T201, susette.ziats@case.edu

Sharon Callahan – Department Assistant, T201, 368-5908, sharon.callahan@case.edu

Nancy Koneval – Mail Room Clerk, 368-3789, TG8, nancy.koneval@case.edu

Functions of Space & Facilities Planning in the SOM:

- Allocate and manage space
- Manage room/building renovations and new construction
- Coordinate relocations
- Approve and process key request
- Provide building access
- Coordinate meeting/conference/ classroom reservations
- Approve telephone change requests
- Troubleshoot miscellaneous building/room problems
- Manage mailroom operations
- Liaise with cleaning services for special or emergency requests
- Assist with furniture selection and purchase

Helpful Links:

Astra Room Schedule (view only)

http://cerebellum.cwru.edu/astraweb/index.jsp?start_page=home.htm

Key Request Form - <http://www.case.edu/finadmin/security/keyshop/>

Phone Services Form - <http://phone.case.edu/documents/service-request.pdf>

Work Order Request - <http://www.case.edu/news/sustain/support/workorder.htm>

Campus Services/Security - <http://www.case.edu/finadmin/security/protserv/emergency.htm>

Custodial Services - <http://www.case.edu/finadmin/plantsrv/custodial/building.htm>

E-Waste Removal Form - <http://www.case.edu/finadmin/plantsrv/eWaste2006.pdf>

DOES - <http://does.case.edu/>