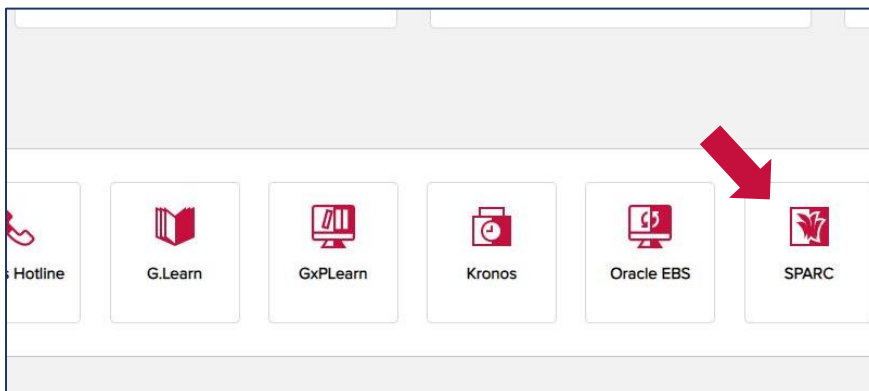


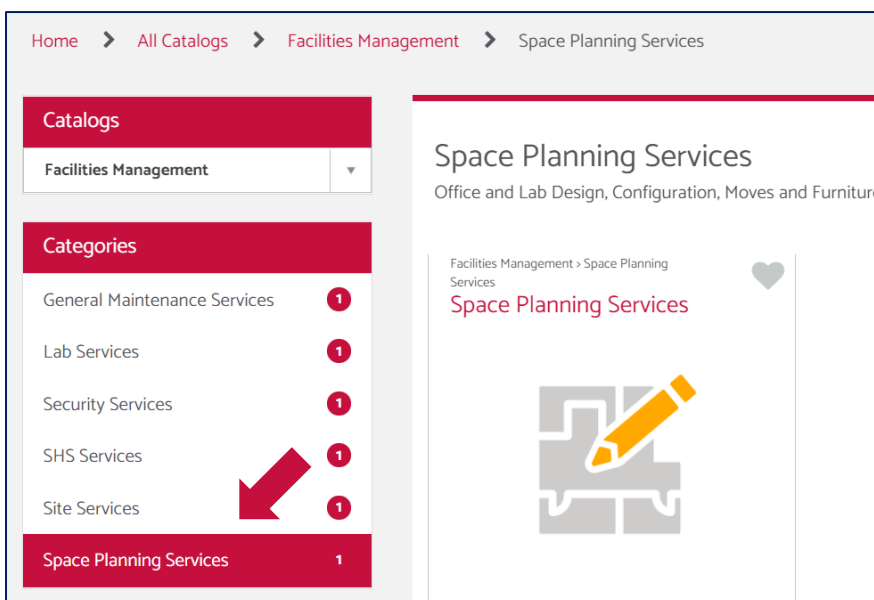
How to Request a New Chair – SPARC Onsite Facilities Work Order Process Guide

Gilead Ergonomics Team

1. Login GNet – Company Dashboard - SPARC tab.



2. Select **Facilities Management** in Catalogs, then select **Space Planning Services**.





3. Fill the required information, refer to the example below:

Service type – Office Chair

Service item – Office Chair

Your name and work location should be filled by SSO automatically.

For your department information, you can add your line manager/office administrative assistant as Alternate contact

Additional Information – please refer to the example notes as below

<p>* Requested for</p> <input type="text" value="LaNiesha Littleton"/>	<p>Alternate contact ?</p> <input type="text"/>
<p>* Service type</p> <input type="text" value="Office Chair"/>	<p>* Service item</p> <input type="text" value="Office Chair"/>
<p>Estimated Delivery Date</p> <input type="text" value="07-07-2022 17:00:00"/>	<p>Expected delivery date ?</p> <input type="text"/>
<p>* Work location ?</p> <input type="text"/>	
<p>* Additional information ?</p> <input type="text" value="Haworth Fern Chair"/>	

4. Submit – Facilities Space Planning team will contact you for following steps.

Note: Gilead Ergonomics team provides in-person/virtual ergonomic consultation services, including assessment, equipment/furniture suggestion and technique informational support. Gilead Ergonomics team is not authorized to purchase or approve equipment/furniture order and reimbursement. Please work with your department and cost center for more information.