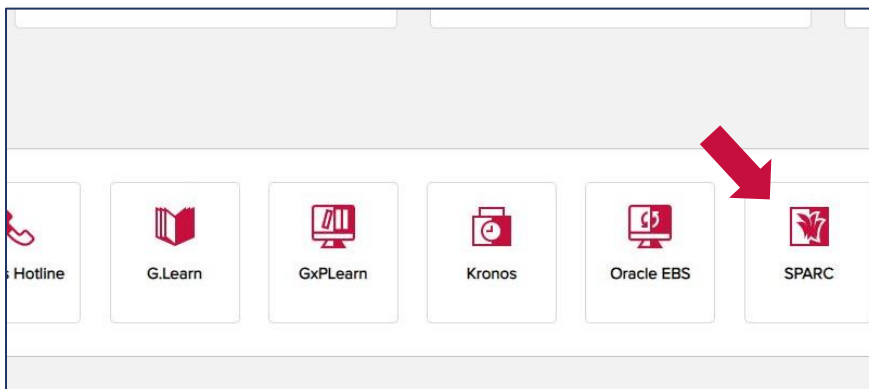


# Sit-to-Stand Workstation Request

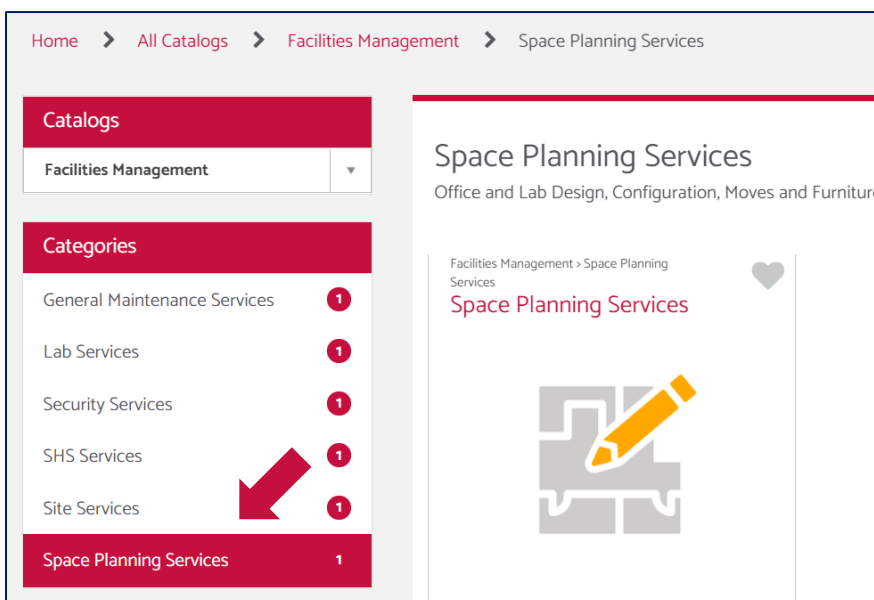
## – SPARC Onsite Facilities Work Order Process Guide

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 – Sit/Stand Desk**

**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**

* Requested for LaNiesha Littleton	Alternate contact ?
* Service type Office Chair	* Service item Sit/Stand Desk
Estimated Delivery Date 07-07-2022 17:00:00	Expected delivery date ?
* Work location ? Please enter an accurate work location. If you do not know the exact space reference then please enter the building and provide further location details in the Additional information field. Floor Plans can be viewed <a href="#">here</a>	

**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.