

# Digital Monitor Work Request Flowchart

**1. Requesting department shall contact Jeff Koval in Audio-Visual at ext. 2290** to order a digital monitor and bracket and review the proposed location with Jeff. Requestor shall provide an account number to be charged.

**2. Requesting department shall contact Facilities at ext. 2292** to request a work order for a carpenter to install the bracket for the digital monitor and a work order for an electrician to install a receptacle and data box for the digital monitor. Requestor shall provide an account number to be charged.

**3. Requesting department shall contact IT at ext. 1995** to request the installation of a data drop for a new digital monitor. Requestor shall provide an account number to be charged.

**4. Once the digital monitor and bracket arrive, Jeff Koval will notify Facilities at ext. 2292** for the carpenters to install the bracket per the previously created work order.

**5. Once the bracket is installed, the carpenters shall notify the electricians** to install the receptacle and data box per the previously created work order.

**6. Once the data box is installed, the electricians shall notify Phil Lindblom, NMU IT at ext. 1957** to install the data cable per the previously created work order.

**7. Once the data cable is installed, Phil Lindblom shall notify Jeff Koval at ext 2290** to mount the digital monitor.