

Guidelines for administrative Assistants

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1. WORK REQUEST

1.1 Rights to make the requests

The requests are usually submitted by the administrative assistant of the unit.

In order to have the rights to do the requests you have to be accredited.

You can send the request to: sti-in@epfl.ch

Emergency and repair

For repairs, please contact the CAE repair service: +41 21 693 4000 (open 24/24, 7/7) / cae@epfl.ch

1.2 Request for works

- Regarding the installation of TVs, beamers, etc., please contact the SAVE: save@epfl.ch
- All other requests for intervention have to be carried out through the web page: <https://support.epfl.ch/epfl>

Once you are logged on this page, here are the steps you need to follow:

It is important to log in (top right corner) on this page before accessing the following pages.

Click on "Requests"

Click on "Facilities management"

Select "Travaux" for infrastructure modifications

Select the intervention type in the next page

You will then access to a form that you need to fill, add document if needed, and send.

Your request will then be either approved or refused. If it is approved, a Project Manager will be assigned to your request for the intervention.

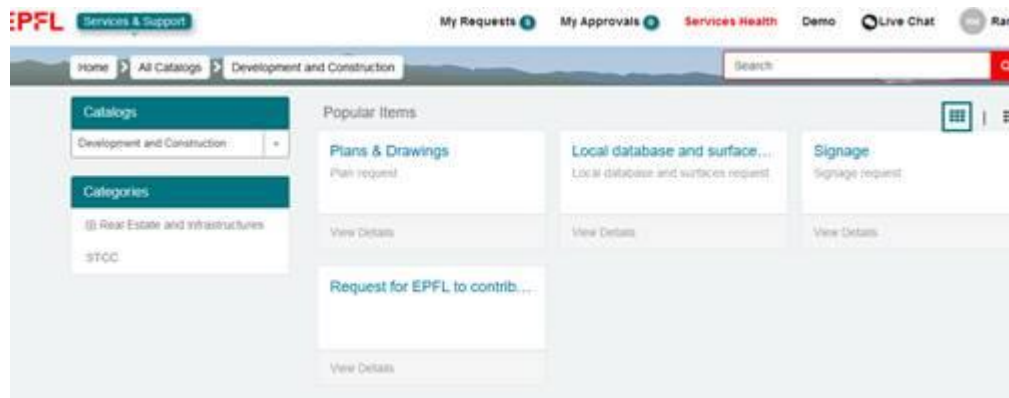
Request for signage change:

For your information signage has changed, a new project has been implemented with the standardization of signs.

<https://www.epfl.ch/campus/services/real-estate-and-logistics/en/signage/>

You would need to open a ticket on support.epfl.ch and request this modification:

- Development and construction
- Signage



1.3 Request for furniture

- All requests for furniture have to be carried out through the web page:
<https://support.epfl.ch/epfl>
- Before requesting adjustable electrical desks, you should get in touch with the specialists in occupational hygiene by mail at this address: hygienetravail@epfl.ch
Also, you can consult the [web page](#) on ergonomics.
- For other requests, it is important to log in (top right corner) on this page before accessing the following pages.

Once you are logged on this page, here are the steps you need to follow:

Click on "Requests"

Click on "Facilities management"

Select "Aménagements/Déménagements"

Select "Commande de mobilier"

You will then access to a form that you need to fill, add document if needed, and send.

In your request, you will have to precise what furniture you would like. In order to choose your furniture, please refer to the catalogues below:

[Catalogue EPFL](#)

[Catalogue Lista](#)

[Catalogue Waldner](#)

Your request will then be either approved or refused. If it is approved, a Project Manager will be assigned to your request for the intervention.

2. SPACE MANAGEMENT

2.1 Requests for additional lab or office space

For all additional office or space requests please fill in the [form](#).

2.2 Meeting room

Here is the list of all STI meeting rooms:

BM1130, BM 3241, BM 5204

ELD 016, ELD 138

ME D1 1518, MED 1615, MED 1815, MED 2423, MEB10

Reservation of meeting rooms:

All requests are to be submitted to the moderators of the meeting rooms at:

If you have any questions about the installation of new equipment, please get in touch with us at: Sti-in@epfl.ch

Reminder : All meeting rooms are for the usage of EPFL collaborators – as per Article 13 of the [Federal Act on the Federal Institutes of Technology](#) .

In case of public events or need for booking of resources by external persons kindly fill the form "[Organize an event](#)".

For more information concerning the spaces for these events, please consult this [page](#).

2.3 Space for associate campuses

Space for professors: BM 5138, MED 2321

Space for staff: MEA1 397, MEA1396, MEA1395

3. CLEANING SERVICES

3.1 Information concerning the cleaning services

Please check the timetable and schedules for cleaning services on [this link](#).
Each STI building has its timetable.

4. ACCESS MANAGEMENT

4.1. Camipro Office

[Get your camipro card](#)

You can get your camipro card at:

Camipro Office

[BS 143](#)

Station 4

1015 Lausanne

Email: phone **021-693 66 66**, email : camipro@epfl.ch

[Requests for access](#)

Please send an email (after validation of the head of unit) to: sti-in@epfl.ch or contact one of our [Camipro Manager](#).

[Update the camipro card](#)

Please update your camipro card as soon as you get an email and every 3 months via a [hotspot](#).

4.2 Special security acces

For Access to P2/P3 labs, please contact the OHS Team [Laboratory Safety](#).

The rules et regulations are provided by [LEX 1.5.8](#).

5. ATELA REQUEST

5.1.ATELA Management:

ATELA's Directory contains the phone, the office, and the postal addresses of each EPFL employee. It needs to be updated by the employees or by their ATELA Administrator

-The employees are required to personally fill in the information and update [ATELA](#) when needed.

-Each Unit has an ATELA Administrator (secretary) who can approve the request of their members.

[Direct access to ATELA](#)

6. INVENTORY : SCIENTIFIC EQUIPMENT

6.1.EPFL Inventory

The [EPFL inventory](#) registers all scientific equipment belonging to the EPFL.

The rules et regulations are provided by [LEX 5.9.1](#).

Inventory for scientific equipment:

The inventory procedure facilitates the identification of long-lasting items owned by EPFL, ensuring improved sharing of equipment, enabling effective planning for equipment renewal, and preventing unnecessary purchases of items already in possession.

The registrations are done under [the sesame application](#). You must have the accreditation rights to do the registration. Each unit has an inventory manager and an inventor coordinator.

Inventory for closing units:

[Help workflow for scientific equipment for closing units](#)

6.2.Exchange Platform:

The [Exchange Platform](#) enables EPFL units to share specific categories of equipment with other units within the school.