

To: LAC Members
Directors Council(s)

From: Blaine Lynch, Regional Director Facilities, Engineering & Property Management

Date: March 31, 2020

Re: **Bulletin #15c - COVID-19 – Megamation Requests – Mar 31 2020**

We are pleased to advise that Megamations returned to service last week after some unfortunate and untimely software attacks.

I would like to remind everyone, that all work request should be through Megamations; and any COVID-19 request should use the new work order type **“COVID-19 Related Request.”**

Please note all COVID-19 related work orders will take priority; other requests may be delayed as our resources are extremely busy at the moment.

Any request received which requires major modification to a department, space or building system, and will have significant impact on resources (both material and staff) will be reviewed and directed for appropriate approvals.

Take care and thank you!