

**Tent Requests will not be approved without authorization from a Dean or Vice President.**

Tents are loaned to **Academic** and **Administrative** division programs and personnel to be used for activities that benefit University faculty, staff, and students. Availability is limited. Assignments are granted on a first-come, first-served basis; however, consideration for approval will be assigned in the following priority order:

1. Academic Classroom Use
2. Presidential Special Events
3. Academic Program Use
4. Administrative Use

Requests must be entered in the “Move Request” category and “Event Setup” sub-category in the **Maximo Maintenance Management System** at least **10 business days** in advance of the activity. Please do not submit requests more than **60 business days** in advance of your activity.

<https://maximo.montclair.edu>

<b>Available Tent Sizes:</b> 10' X 10'    10' X 20'
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<b>Available Tent Colors:</b> White
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Tents feature canopy tops only. Sidewalls are not available.

Requests are approved and scheduled at the discretion of the Assistant Vice President for Facilities Services. Submission of a tent request does not guarantee that equipment will be approved or assigned for use.

When submitting your request in Maximo, please ensure that the following data is included:

1. Event Name
2. Event Start Date and Time
3. Event End Date and Time
4. Event Location
5. Tent Size(s) Needed
6. # of Tents Requested

University Facilities reserves the right to revoke tent use approval or to disassemble tent equipment if predicted or actual weather or other hazardous conditions pose risk of personal injury or equipment damage.

**Please direct Maximo-related questions to the Facilities Customer Service Center at 973-655-5444 or [servicedesk@montclair.edu](mailto:servicedesk@montclair.edu)**



IBM Maximo  
Enterprise Asset Management

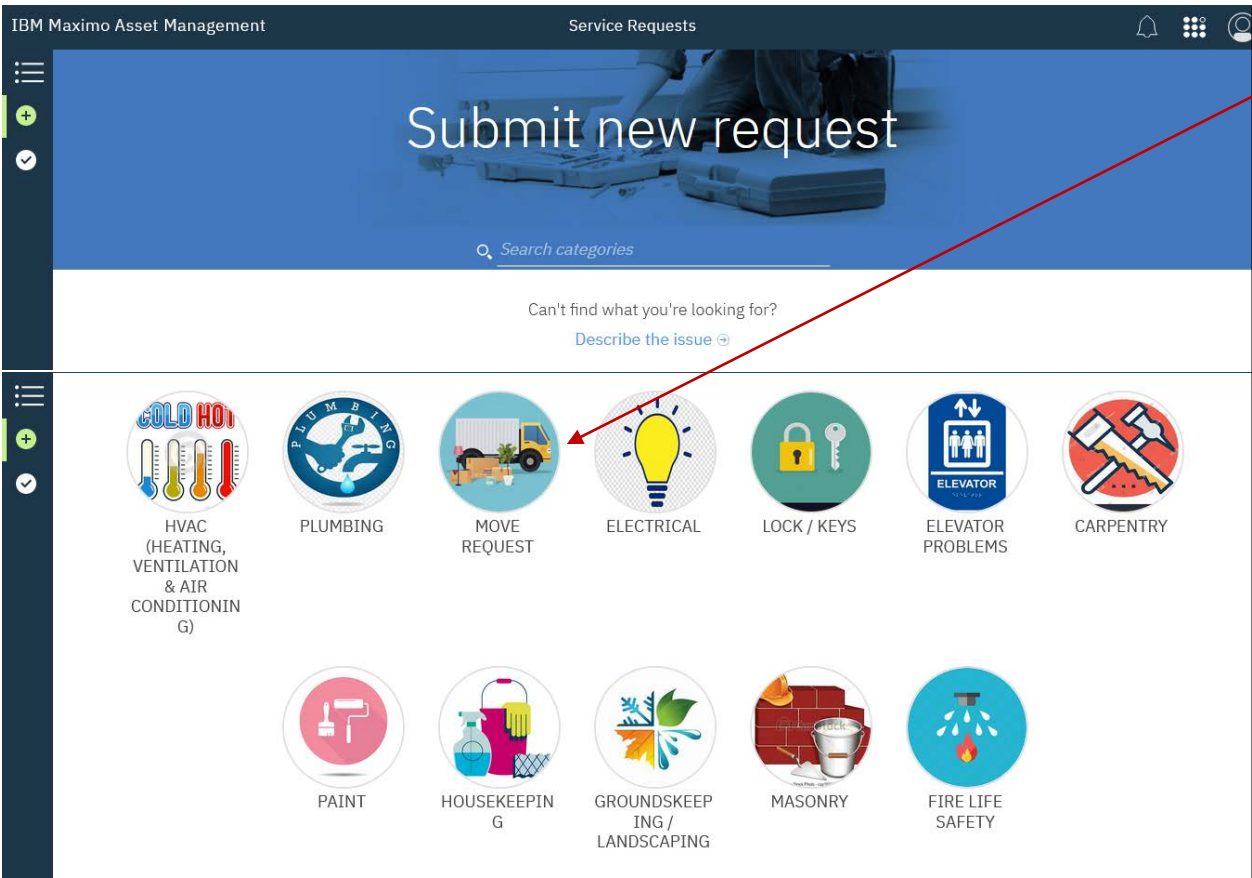
User Name:

Password:

Sign In

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1. Enter the web address <https://maximo.montclair.edu>. Enter your **MSU NetID** and **password** in the “User Name” and “Password” fields.



IBM Maximo Asset Management Service Requests

Submit new request

Search categories

Can't find what you're looking for? Describe the issue

- HVAC (HEATING, VENTILATION & AIR CONDITIONING)
- PLUMBING
- MOVE REQUEST
- ELECTRICAL
- LOCK / KEYS
- ELEVATOR PROBLEMS
- CARPENTRY
- PAINT
- HOUSEKEEPING
- GROUNDKEEPING / LANDSCAPING
- MASONRY
- FIRE LIFE SAFETY

2. Click on the “Move Request” bubble.

IBM Maximo Asset Management Service Requests

Issue Details Submit

Select a subcategory

Affected person: John or Jane Doe

Category: MOVE REQUEST

Can't find what you're looking for? Describe the issue

EVENT SETUP FURNITURE MOVE DEFECT MOVING BOX REQUEST OFFICE / DEPARTMENT MOVE PERSONNEL MOVE DEFECT RESIDENTIAL LIFE MOVE

3. Click on the "Event Setup" bubble.

IBM Maximo Asset Management Service Requests

Issue Details Submit

Describe the issue

- Event Name
- Start Date & Time
- End Date & Time
- Location

Next >

Affected person: John or Jane Doe

Attachment: --

On behalf of: --

Description: 1. Event Name 2. Start Date & Time 3. End Date & Time 4. Location 5. Tent Size 6. # of Tents Needed

Category: EVENT SETUP

4. Enter the information about the activity:

- Event Name
- Start Date/ Time
- End Date/Time
- Event Location
- Tent Size(s) Needed
- # of Tents Requested

IBM Maximo Asset Management Service Requests

Issue Details Submit

Affected person

Person: John or Jane Doe

Phone Number: 973-555-5555

Email: doe@montclair.edu

On Behalf of:

Next >

Affected person: John or Jane Doe

Attachment: --

On behalf of: --

Description: 1. Event Name 2. Start Date & Time 3. End Date & Time 4. Location 5. Tent Size 6. # of Tents Needed

Category: EVENT SETUP

5. If the request is submitted on someone else's behalf, enter that person's name here.

IBM Maximo Asset Management Service Requests

Issue Details Submit

Back

Add a photo or video of the issue?

No Yes

Affected person: John or Jane Doe

Attachment: --

On behalf of: --

Description: 1. Event Name 2. Start Date & Time 3. End Date & Time 4. Location 5. Tent Size 6. # of Tents Needed

Category: EVENT SETUP

6. You may attach a photo or video here. This step is not required.

IBM Maximo Asset Management Service Requests

Issue Details Submit

Back

Where is the issue located?

All > Main Campus

Select location

- 1 Update Location Rd
- 1257 Valley Rd
- 1515 Broad Street

Set location >

Additional Location

Skip this step >

Affected person: John or Jane Doe

Attachment: --

On behalf of: --

Description: 1. Event Name 2. Start Date & Time 3. End Date & Time 4. Location 5. Tent Size 6. # of Tents Needed

Category: EVENT SETUP

7. Type the campus location here or select from the dropdown list. Click "Set Location" when done.

IBM Maximo Asset Management Service Requests

Issue Details Submit

Back

Where is the issue located?

All > Main Campus > University Facilitie...

Select location

Rear Parking Lot

Set location >

Skip this step >

Affected person: John or Jane Doe

Attachment: --

On behalf of: --

Description: 1. Event Name 2. Start Date & Time 3. End Date & Time 4. Location 5. Tent Size 6. # of Tents Needed

Category: EVENT SETUP

8. If necessary, enter more specific information about the location in this box. If further information is not needed, click "Skip this step."

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Issue Details Submit

Review your request

High priority?

Affected person:  
**John or Jane Doe**

AdditionalLocation:  
**Rear Parking Lot**

Location:  
**University Facilities**  
Main Campus > University Facilities

Attachment:  
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On behalf of:  
--

Description:

9. All done! Use the scroll arrow to review your request here. Click "Submit request" when finished.