

Work Your Way

Banner Heart Hospital (BHH): Building information and campus map

Welcome to your workspace at BHH. This document will guide you on all the needed information for this flexible workspace.

Building contacts

Facilities Services 480-321-4107	EVS Housekeeping 480-321-4109	Security Services 480-321-4848
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Hours

Building hours are 6:00a.m. to 6:00p.m., Monday through Friday. After hours entry requires the use of a Banner employee badge

[Badge and Security Service Ticket Request](#)

Workspace reservation

Remember to cancel reservations - If you booked space you no longer need, be sure to go back into the Outlook system and cancel your reservation so that it is available for your colleagues.

Etiquette

Leave the workspace the way you'd like to find it - Don't forget to take your papers, chargers, and personal belongings.

You're probably louder than you think you are - Refrain from using speaker phones in workstations and open areas.

Parking

All parking is first-come, first-served. Please do not park in handicap spaces unless you have a handicap permit. Employees may not park in the "Visitor Parking" at any time. All red fire lanes and "No Parking" areas must always be observed.

Repairs, Maintenance & Housekeeping

For any repairs, maintenance, clogged drains, A/C, kitchen supplies or housekeeping issues, please submit a TMA Repair Request.

When leaving, please set the trash can outside the workspace. If the desk needs additional or special cleaning, please submit a TMA request center ticket for this location.

[TMA iService Desk](#)

Equipment

The equipment in this cube including the chair, phone, surge protector, cords, keyboard and mouse is not to be removed or moved to another location. Should the equipment need repair, please submit a service Hub ticket.

[Banner Service Hub](#)

Campus map & Floor plans

6750 E Baywood Avenue
Mesa, AZ 85206





