Instructions to Submit e-Ticket Requests to Evaluate and Add a Unisex Restroom to the UF Campus Map Overlay of Gender Neutral Restrooms¹

- Reason for Ticket Submission
 - You have identified a campus restroom that is not on the Gender Neutral Restroom overlay, but is unisex in function (defined as a single occupant, lockable space regardless of the current signage).

STEP #1 - Check the Campus Map Overlay of Gender Neutral Restrooms

- 1. Navigate to the UF Campus Map webpage: https://campusmap.ufl.edu/#/
- 2. Click on the menu icon (\equiv) in the upper left corner
- 3. In the sidebar that opens on the left, click on "*Wellness*" at the bottom of the list, then toggle select the "*Gender Neutral Restrooms*" overlay.
- 4. You should immediately see red restroom icons appear. You can click on them to open a text bubble containing the restroom's building, floor, and room number.

Please check the current list of restrooms on the campus map before submitting a ticket.

STEP #2 - Ticket Submission

- 1. It will help to first visit the restroom you intend to submit a ticket for and take a few pictures of the restroom including its amenities (see below) and its current signage.
- 2. With pictures in hand, navigate to the BILI Ticket Submission system: https://bats.businessaffairs.ufl.edu/bili/home/BATS
- 3. You should see six boxed topics. Click the *"Space"* option in the bottom right.
- 4. This opens a similar page with three boxed ticket options. Select "*Space Audit/Planning*" on the furthest right. That should open a window that looks like the image below. Note: The *Project, Ticket Type,* and *Requested By* fields should be auto-populated.

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	Please provide a detiled description of your request					
	Urgent	High	Medium	Low		
	Requested By					
	YOUR, NAME (auto-populated)					
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	Choose Files No file chosen					
				Save		

 In the Summary textbox, enter the following ticket title: "Unisex/GN Restroom Evaluation for Campus Map: [BLDG], [RM. NO.]"

¹ The terms "unisex" and "gender neutral" are used for clarity to match building code and current campus labeling.

- 6. In the *Description* textbox, enter a brief description of restroom including the information listed below:
 - Specific room number and building hours? *if the restroom is located somewhere other than the main Gainesville campus (e.g., East Campus, UF Health, or another satellite campus inside or outside Alachua County), please also include a reasonably precise room location to help BATS accurately place the map pin (e.g., NW corner, 2nd floor of _____ building)
 - Single occupant with lock?
 - ADA handrails?
 - Baby changing table?
 - Other notes, known issues?
- 7. Attach up to three photos of the restroom space, amenities, and signage.
- 8. When you're ready to submit, your ticket should look similar to the example below.

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	Create a New Ticket					
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Inere is a restroom in [BLUG], [KM, MU] that i would like evaluated for possible addition to the Gender Neutral Restroom campus map overlay. This building is public accessible from 9a-5p M-F. It is a single occupant space with a locked door and ADA handrails, but does not have a changing table. It is currently labeled as [SIGNAG] p						
	Urgent	High	Medium	Low		
	Requested By YOUR, NAME (auto-populated) Attachments Choose Files 2 Ses					

- 9. Press "Save" to create your ticket.
- 10. Within a few minutes, you should receive a confirmation email from UF BATS (bats_help@admin.ufl.edu) with the subject line "Ticket Created SPA-###"

STEP #3 - Checking your Ticket Status

- 1. From any page of the BILI web system, click the "*Tickets*" tab at the top of the page.
- 2. In the page that opens, you see a list of your open tickets in the left panel, and details for the ticket highlighted on the right, as shown in the example below.

UF 🗇 BILI 🏦 Home 🕅 Boards 👽 Projects 🖩 Tokets Q Search 🛛 Hep YOUR, NAME *							
My Ticket List Q Filter 1 Tickets +	SPA-249 TEST: For Creating Documentation for Unisex F Map Evaluation Collaboration with LPAC	Restroom Campus = III Save Move Mark as Done Cancel					
SPA-249 =	Summary	People & Dates					
2023-12-01 YOUR, NAME	Type: Space Audit/Planning Status: To Discuss Priority: =: MEDIUM Scope: Task	Assigned To Requestor Unassigned YOUR, NAME					
	Tags: Description There is a bathroom in [Bidg., Rm. No.] that may be appropriate to add to the Gender Neutral or ADA restroom	Request Participants &*					
	overlays in the campus map. This space is a single-occupant facility with a lockable door and ADA handralis, but no changing table. It is currently labeled as [Current Sign Label].	Greated: 2023-12-01 Updated: 2023-12-01					
		Attachments					
		Choose Files No file chosen					
		Building, RoomNumber_ Building, RoomNumber_ 1.jpg 2.jpg					