

INTERNATIONAL CAMPUS SERVICE INFORMATION FORM

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Department: CDM

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Service	Minor Repair Reservation Procedure
Targeted	Students, Teachers and Administrative Staff
Theme	Logistics Service
Related Regulations	<p>a. <i>Repair Management Regulations of Zhejiang University, document No.1</i>, issued by President's Office of Zhejiang University in 2012;</p> <p>b. <i>Implementation Specification re Renovated Projects of Zhejiang University</i>, document No.2, released by President's Office of Zhejiang University in 2012;</p> <p>c. <i>Repair Reservation Guide of International Campus</i></p>
Application Documents	Repair introduction, including repair reporter name, campus card number, contact number and repair context
Procedure	<p>a. online (two ways):</p> <ol style="list-style-type: none"> 1. log in COC website (http://cocapp.intl.zju.edu.cn) to fill related information; 2. follow "WeChat Official Account for Logistics Service" and log in to fill in related information. <p>b. offline (three ways)</p> <ol style="list-style-type: none"> 1. call Campus Operation Center (0571)0573-87572114; 2. send an e-mail to csc@intl.zju.edu.cn; 3. contact the related building manager.
Form Acquisition	N/A
Service Place	Campus Operation Center or Online
Service Time	Online: 24-hour Offline: Workday 8:30-12:00 13:00-17:00
Consultation Contact	(0571)0573-87572114
Acceptance Dept.	Campus Development and Management (CDM)
Approval Dept.	Campus Development and Management (CDM)
Pre-acceptance Dept.	
Follow-up Dept.	Campus Service Center
Seal Type	NO
Service Response	prompt
Commitment Time	NO

Rates	NO
Charge Base	NO
Service Type	Public Service
Monitoring Phone	(0571)0573-87572229
Position (or Responsible Personnel)	Kang Chen
Audit Dept.:	