

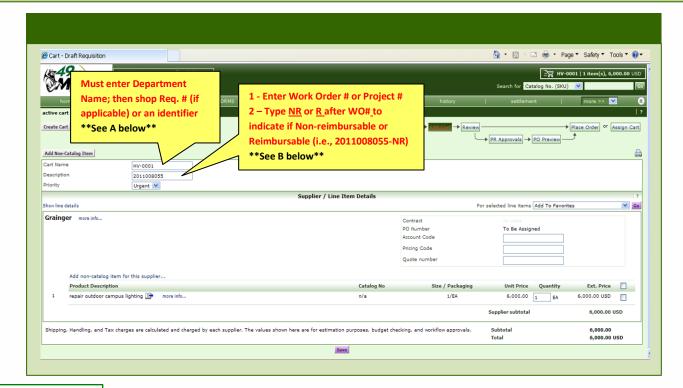
# Quick Reference Card for Facilities Management

#### Logging into 49er Mart:

- Log into your 49erExpress using your NinerNET credentials
- Select 49er Mart In the center of the page

OR

- You may access 49er Mart through UNC Charlotte's website at <a href="https://49ermart.uncc.edu/">https://49ermart.uncc.edu/</a>
- Then login with your NinerNET credentials.



### **Approved Department Names**

When naming your cart, use the following abbreviations as your department name.

AP = Architectural Planning

Auto = Automotive

AVC = Assoc. Vice Chancellor's Office

**BR** = Boiler Room

**CAP** = Capital Projects

CHAN = Chancellor's Residence

### Dept. Name CONTINUED...

CO = Central Operations / Control Tech

DS= Design Services

FBO = Fac. Business Office

FIS = Fac. Information Sys.

FO = Fac. Operations

**GR** = Grounds

HV = High Voltage/Fire Alarms

## Dept. Name CONTINUED...

HSKP = Housekeeping

**KEY** = Key Shop

MF = Motor Fleet

PF =Playing Fields

REC = Recycling

RELU = Real Estate / Land Use

### Dept. Name CONTINUED...

**Z1** = Zone 1

**Z2** = Zone 2

**Z4** = Zone 4

**Z5** = Zone 5

**Z6** = Zone 6

**Z7** = Zone 7

#### Other Abbreviations

Please use these abbreviations in your description box to indicate whether the work is Reimbursable or Non-reimbursable.

NR = Non-Reimbursable

R = Reimbursable

