



**STANFORD**  
SCHOOL OF MEDICINE

# Property Management

## Welcome

The process of learning property management is similar to learning a new language – start with the basics and keep practicing until it becomes “fluent”.

Here are the PMO’s basics:

1. Be familiar with the Property Management Manual
2. Learn and use the tools (see below)
3. Put on a “detective hat” when solving property challenges

As a DPA, you will befriend these tools --

1. **PMO website** for policies and procedures  
<http://doresearch.stanford.edu/research-offices/property-management-pmo>
2. **Sunflower** application for recording, managing and disposing assets  
<http://ofweb.stanford.edu>
3. **OBIEE** for report 286 (asset listing) and report 288 (unmatched)  
<http://bi.stanford.edu>
4. **SPARC**, an online portal for disposal, cap-template and DPA directory  
<http://sparc.stanford.edu>
5. **Event Labor Services** work order form  
<http://eventservices.stanford.edu/requests/index.cfm>

As your PSR, I am committed to assisting you in any way I can. I will walk you through every activity in property management: tagging, screening, disposal, donation, transfer, reporting, etc.

PMO is here for you. You can reach me at [650-723-7272\(v\)](tel:650-723-7272) or [lttang@stanford.edu](mailto:lttang@stanford.edu). Be sure to sign up for the property training in Axess.

Thanks!

Lan Tang, CPPS

Property Service Representative (PSR)