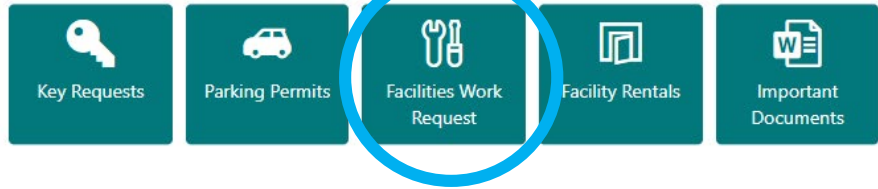
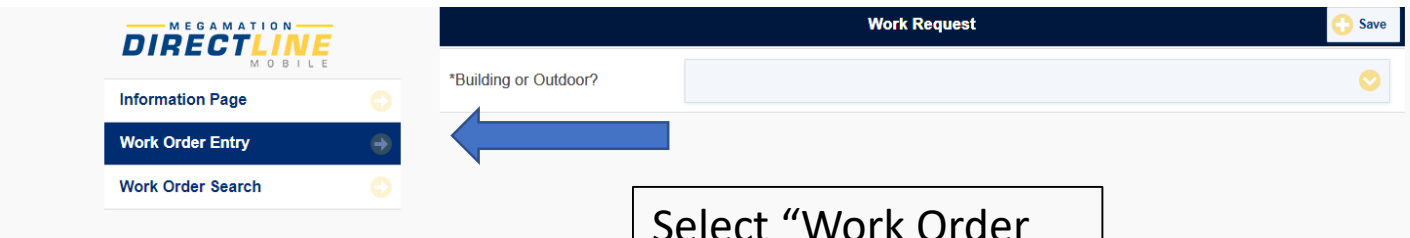


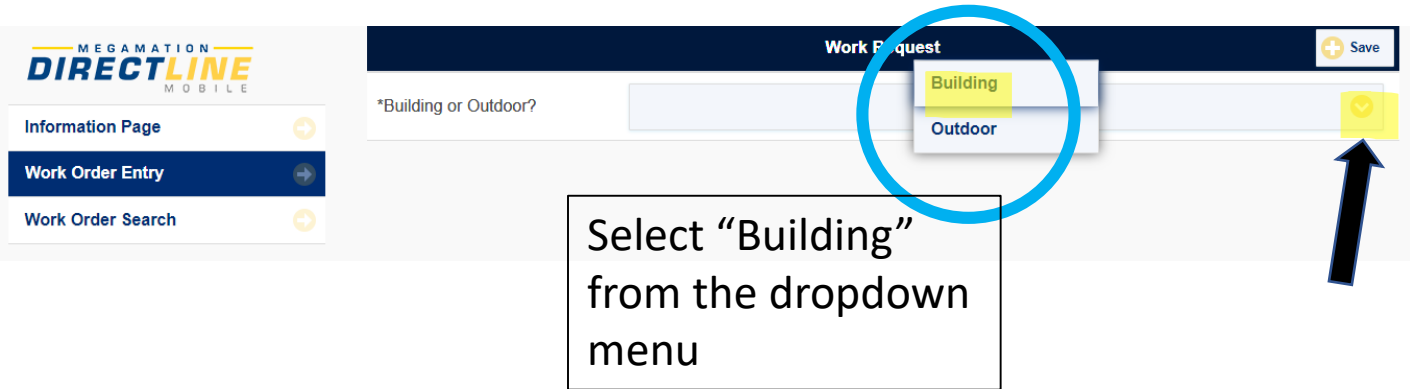
Department Quick Links



Click "Facilities Work Request"



Select "Work Order Entry"



Select "Building" from the dropdown menu

Fields with * must be filled in order to submit the work request.
Two email addresses may be entered by separating them with a semi-colon (;).

- Information Page
- Work Order Entry**
- Work Order Search

*Building or Outdoor?	Building	▼
*Type	Customer Generated Request	▼
*Status	Initiated / Requested	▼
*Submitted By		
Phone No		
*E-Mail Work Email		
Alt. Contact Name/Extension:		
*Date	May 08, 2023	
Due Date: (Only if the time is sensitive)		▼
*Building		▼
Job Type	N/A	▼



- Information Page
- Work Order Entry**
- Work Order Search

Under "Job Type", select "KEY REQUESTS"



- ELEVATOR PROBLEM - buttons, intercom, phone,...
- EQUIPMENT - Maintenance/Repair
- EVENTS - Room arrangement, Set-up/tear down work, audi...
- FIRE - sprinkler systems, extinguishers, back flow prevent...
- Fleet
- FLOORING - Carpet, tile, linoleum or concrete service
- FURNITURE - Assembly, repair, cleaning,...
- GARBAGE - cleanup, disposal, trash bags, cans
- GENERAL MAINTENANCE - Work not classified elsewhere
- HAZARDOUS MATERIALS - Disposal, storage, labeling, trai...
- HVAC - Noisy equipment, not maintaining between 69 and ...
- INSPECTION COMPLIANCE - Regulatory, Agency and Oper...
- IRRIGATION - Plumbing, piping, connections, sprinkler hea...
- KEY REQUESTS - Keys, key cards, lock repairs,...**
- LIGHTING - Bulb or ballast replacement, fixture repairs, lig...
- Major Over Haul
- MOVING - Relocating furniture, equipment, storage items,...
- PAINTING - Paint, patch, repair wall surfaces
- PARKING LOT - maintenance
- PEST CONTROL - rodents, insects and other vermin
- PLUMBING - Leaks, running or standing water, faucets, dra...
- RECYCLING - Comingle, Cardboard, Batteries, shed bins