Submitting a General Work Request

Under the Work Request field on the Site Menu choose “Submit a Request”. The next step is to fill out all of the fields which are highlighted below in red and are described below in more detail.

Facility: Select the “Main Campus”
Building: Choose the appropriate building in which the work will be performed
Name: Enter your name as the requester of the work
Phone: Enter a good phone # to reach you at for any additional information required
E-mail Address: The address of the person making the request
Repair Center: Choose the repair center based on the work to be performed (FO-general etc)
Request: Enter the request work to be performed