

# Facilities – Service Request

If your Service Request requires immediate attention for emergency conditions that affect the safety or health of persons or property, for example, broken glass, ruptured pipes, inoperable exterior locks, interior locks on sensitive space, blocked or malfunctioning toilets, or passengers trapped in elevators, do not use this form. **Call the problem in to the Facility Management Department at extension 1240 or use the emergency pager, 242-5636.**

- Your Name\*

- Email\*

- Extension

- Building\*

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- Room

- Describe the problem\*

- *All service requests are subject to review by Facility Management. If your service request is acceptable, a work order to complete the request will be issued.*

- Email

This field is for validation purposes and should be left unchanged.

Submit Request