



Facilities Management Work Request System

Main Page

Please enter each work request as an **individual** task.

This means that if you need your door and an electrical outlet fixed, you would need to submit two separate work **requests**.

Or, if you need chairs moved into a room, the carpet vacuumed, and light bulbs replaced, you would need to submit three separate work **requests**.

Thank you.

- [Work Request](#)
- [Change of Location](#)
- [Surplus Request](#)
- [Vehicle Trip Request](#)
- [Request Status](#)

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Work Request

Enter the information below and click on the button to submit a new work request.

For instructions, click on the [Help key](#) link.

Type of Work	<input type="text" value="Unknown"/>
Description	<input type="text"/>
Location	<input type="text"/>
Date and Time Needed	<input type="text" value="01/17/2008 4:00"/> <input type="text" value="PM"/>
Best Time for Work	<input type="text"/>
