

Department Resources – Buildings – Keys, Modification, Maintenance, Use: Building Maintenance & Modification Requests

Department Receptionist: BAG 109 x3-1610

Facilities Support: BAG 109 x3-9509

FACILITIES MAINTENANCE REQUESTS:

Basic Maintenance Requests should be called in to the Department Receptionist at x3-1610.

- Broken/stuck windows
- Building odors
- Door not working properly
- Electric outlets not working
- Elevator not working properly
- Leaks of any kind
- Plumbing problems
- Recycle bins that are full
- Replacing light bulbs
- Requests for cleaning/janitorial services
 - Carpet cleaning
 - Floor waxing
 - Special cleaning
- Rooms too hot or too cold

All requests regarding telephone or voicemail service should be called in to Facilities Support at x3-9509.

All requests for general repair and/or maintenance service should go to the [Receptionist](#) (3-1610)

Special requests regarding damaged furniture, office equipment, and new furniture orders should be called in to Facilities Support at x3-9509.

FACILITIES MODIFICATION REQUESTS:

- All requests for facilities modification should go to the Department Administrator, in BAG 109 (3-1612).
- Special requests for door lock and/or door signs should be called in to Facilities Support at x3-9509.