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

Department Front Desk: BAG 109 x3-1610
Facilities Support: BAG 109 x3-1611

FACILITIES MAINTENANCE REQUESTS:

Basic Maintenance Requests should be called in to Facilities Support at x3-1611.

- 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 x3-1611.

Special requests regarding damaged furniture, office equipment, and new furniture orders should be called in to Facilities Support at x3-1611.

FACILITIES MODIFICATION REQUESTS:

- All requests for facilities modification should go to the Department Administrator at x3-1612.
- Special requests for door lock and/or door signs should be called in to Facilities Support at x3-1611.