



[Report a Building Problem or Repair](#)

Building Trouble Calls—Facilities Service Request for Repair

Repair of existing building infrastructure

Examples :

- * Elevator Issues/Entrapments
- * Dripping Faucet/ Toilet Backup
- * Broken Door/Door Hardware
- * Repair/Paint Damaged Wall
- * Space too Cold/Hot
- * Room Pressure Relationship Issue
- * Light out / Outlet Issue
- * Med Gas Alarm / Outlet Issue



[Facilities Service Request for NEW WORK](#)

Work Request—Facilities Service Request for NEW WORK

Requests for new work in a department/unit

Examples:

- * Hang Whiteboard / Picture
- * Install Shelving / Hooks
- * Paint a Space
- * Install a Computer Mount
- * Add data port / new outlet
- * Hang new glove box holder
- * Assemble Cart
- * Add Magnetic Door Hold



REQUEST ESTIMATE

[Estimate Request](#)

Estimate Request—Facilities Service Request for an ESTIMATE for new work

Estimate for New Work or Repair of Departmental Owned Equipment

Examples:

- * Refurbishment of Office (fresh paint, new carpet, new lighting)
- * Renovation of Space* (removal/addition of walls, doors, etc.)

**ALL room 'change of use' MUST be reviewed by Planning Design & Construction (PDC)*



Environment of Care

[EOC Survey Deficiency Work Requests](#)

Environment of Care (EOC) Work Request—Building REPAIR Request

Based on an EOC Survey

Requests for repair of existing building infrastructure found during an EOC Survey.

- * This form allows the requestor to enter all repair findings on one form rather than as individual 'trouble calls'.
- * Multiple Shop entries do not need to be separated out.

Note: Please reference the EOC Survey number in the request.



Storage & Services Work Order

[Storage & Moving Work Order](#)

Storage & Services Work Order—Facilities Service Request for

STORAGE or MOVING

- * Requests for moves/relocation of furniture/equipment;
- * Request for temporary storage of items due to project renovation or long term storage of regulatory records.

Note: Moving supplies/boxes are not provided.