



Select an option:

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Welcome

Welcome to the Facilities HelpCenter!

If this is an emergency that endangers life or property, please call **911**

Note: If you are using Internet Explorer (or Safari on a Mac), please click on the Submit Service Request link to the left. We don't currently support any other browsers.

For a short video introduction of the improved Facilities HelpCenter, Click [here](#).

[If this is a Key Request please click here to download this PDF form](#), then fill it out on your computer. You will need

to obtain the appropriate e-signatures (supervisors, etc.) on the PDF. When you have obtained all of the required signatures, come back to this page and click on **Submit your Service Request**. When you submit the request, please upload your approved key request PDF form as a **Misc File** at the bottom of the request.

[If this is a Facilities Project Request please click here to download this PDF form](#), then fill it out on your computer. You will

need to obtain the appropriate e-signatures (supervisors, etc.) on the PDF. When you have obtained all of the required signatures, come back to this page and click on **Submit your Service Request**. When you submit the request, please upload your approved request PDF form as a **Misc File** at the bottom of the request.

The Facilities Project Request Form is intended to close the gap between standard maintenance and operations services performed at no cost to the requestor, service requests for which the requestor has available funds to support implementation, and Capital Projects funded by local bond funds or State Capital Outlay funds. The intent is to pilot this process for a semester, and then to evaluate the submittal and evaluation process for efficiency and effectiveness.

Please utilize this form if you desire a facility upgrade or repair that:

- Requires a funding source (not included in standard facilities maintenance services)
- Lacks available funds to support implementation

This form is not intended for use to address emergency issues, e.g. an imminent threat to persons, property or equipment. In case of such

emergency issues, please contact your campus Facilities Office directly. Some examples of appropriate requests for this process include:

- additional electrical circuits in a given area
- install electronic locks at doors with manual locks
- replace, upgrade or add lighting
- replace or purchase furniture or fixtures, such as window treatments

When entering your location, please select the Building by clicking on the More (if needed...) selector.

From this site via the links on the left, you can click on "[Submit Service Request](#)" to submit a new work request or click on "[Service Request Status](#)" to view all your previous requests. The Facilities HelpCenter will email you updates on the status of your requests periodically.

Maintenance or repairs of existing buildings, grounds and infrastructure systems, and provision of keys, are provided as part of our basic services to you. Requests for "churns and changes" - such as moving occupants and/or contents from one location to another, or minor construction - will normally require that you identify a funding source to support the request. Thank you for using our Facilities HelpCenter, and for allowing us to provide service to you.