

Work Request

Welcome to University Facilities Request Page...

To submit your request complete the following form. Call our office 24 hours a day by dialing (804) 289-8600. After 5 p.m. and on weekends, recording asking you to leave a message for routine service or dial 2 in the event of an emergency. For routine requests, we strive to respond days; a University Facilities employee will be available in the event of an emergency.

Required Information

Step 1 Please be yourself, click here if you are not Claire Rogers

Form fields for Step 1: First Name, Last Name, Email, Phone, Pager, Mobile Phone

Phone Number

Step 2 Location

Form fields for Step 2: Location dropdown, Area dropdown, Area/Room Number field, checkbox for remembering area entries

Building Location

Area/Room Number

Step 3 Select Problem Type:

Maintenance Help Desk grid with icons and labels for various problem types: Building Automation, Electrical, Furniture, Inspections, Lighting, Plumbing, Vehicle Maintenance, Carpentry, Elevators, Furniture Repair, Key and Lock, Masonry, Power Plant, Warehouse, Construction, Generators, Kitchen Equipment, Landscaping, Painting, Recycling, Roof, Custodial, Fire Alarm System, Fire Protection, Heating/Ventilation /Air Conditioning, Pest Control.

Problem Type

Step 4 Please describe your problem or request.

Text area for Step 4 description

Description of problem or request

Step 5 Attachment

Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 6 Submittal Password

Form fields for Step 6: Submittal Password field, Forgot Password? link

Submittal Password: spiders

Step 7 Submit

NOTE: You will receive the following notifications. You will be notified receipt of your request. You will be notified of status changes to your request. You will be notified if this request is completed. You will be notified if this request is declined. You will be notified when this request has been duplicated.

Submit

Click here to submit work request