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

First Name _____   Last Name _____   Email _____

Phone ☑ _____   Pager _____   Mobile Phone _____   ← **Phone Number**

Step 2 Location ☑   ← **Building Location**
-- Select Location --

Area   Area/Room Number ☑   ← **Area/Room Number**
-- Select Area --

☐ Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type: ☑   ← **Problem Type**

Maintenance Help Desk: Click on the problem type below that best describes your issue.

Building Automation   Carpentry   Climate Control   Construction

Custodial   Electrical   Elevators   Fire Alarm System

Fire Protection   Furniture   Furniture Repair   Generators

Heating/Ventilation /Air Conditioning   Inspections   Key and Lock   Kitchen Equipment

Landscaping   Lighting   Masonry   Moving   ← **For Conference Room Set-ups and Moving Furniture Only**

Painting   Pest Control   Plumbing   Power Plant

Recycling   Roof   Vehicle Maintenance   Warehouse

Step 4 Please describe your problem or request. ☑   ← **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 ☑   ← **Submittal Password: spiders**
_____ ⓘ Forgot Password?

Step 7 Submit   ← **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.

Click here to submit work request