



Urgent Requests – Please contact the Facilities Management Service Center at x4-2601. Do not submit a service request online

Request Class Parent	Request Class (Sub Category)	Description
<u>Appliances</u>	Appliance Replacements	
<u>EEM</u>	Chemical/Gas/Burning Orders Mold Acid Neutralization Alarm	
<u>Electrical & Lighting</u>	Ballast Defective Electrical Outlets Out Lights Out Power Out Controls	No Power, Broken
<u>Elevator</u>	Doors Not Opening/Closing Stuck Between Floors Entrapment Call/Floor Buttons Not Working	
<u>Exterior Services/Grounds</u>	Snow & Ice/Sidewalks Snow & Ice/Stairs Broken Glass Dead Birds Pot Hole Repairs Irrigation Break	
<u>General Repairs/Carpentry</u>	Roof Leak Exterior Door Repairs Assemble Furniture	Leak, Repairs
<u>Fire Safety</u>	Smoke Detector Alarms	Replace Batteries, Broken

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<u>Fire Safety</u>	Emergency Exit Signs Sprinkler Leak Fire panel beeping	Broken, Hanging
<u>Housekeeping</u>	Add Paper Towels Add Toilet Paper Clean Spill on Floor Glass Cleanup	
<u>HVAC</u>	HVAC Service Noisy AC Unit Room Too Cold Room Too Warm Leaking Unit/Pipes HVAC Other BMS Power plant	Temperature Adjustment
<u>Lockshop/Keys</u>	Repair Crash Bar Locks Other Request a Key	
<u>Pest Control</u>	Mice Spiders Bedbugs Ants Cockroaches Fruit flies Bees Pest Control Other	
<u>Plumbing</u>	Bathroom Water Leaking In	

Request Class Parent	Request Class (Sub-Category)	Description
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Plumbing

<ul style="list-style-type: none"> Toilet Clogged Toilet Leaking Sink Leaking Sink Clogged Water Running Odor Ceiling Leak Flood/Overflows No Hot Water Plumbing Other
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