



Non-Urgent Requests – Please submit a service request online

Trade	Service	Description
<u>Appliances</u>	Appliance Repairs Washing Machine Repairs Appliances Other Food Service	
<u>Electrical Lighting</u>	Light Sensor Repair Light Bulb Out Lighting Outside Replacement Light Switch Repairs Blown Fuse/Tripped Breaker Elevator Light Out Electrical Outlet Covers Electrical Light Covers Install Outlet Electrical Other Controls	
<u>Elevator</u>	Needs Cleaning Lights Out Inspection Required Elevator Other	
<u>EHS</u>	Fire Extinguishers Recycle Bin Replacements Pickup/Dispose of Light Bulbs And/Or Miscellaneous Items EHS Other	
<u>Exterior Services/Grounds</u>	Parking Garage service Dumpsters Trash Sawhorses Outdoor Furniture Repair Replacement/Move Landscaping Grounds Other	Cleaning, Trash Pickup Repairs, Emptied Removal Deliver

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<u>Fire Safety</u>	Fume Hood Repairs Fire Safety Other	
<u>Fleet</u>	Fleet Other	
<u>Furniture</u>	Move Furniture Remove Furniture Trash Furniture Furniture Other	
<u>General Repairs/Carpentry</u>	Interior Door Repairs Painting Repairs Wall Repair Hang Items Floor Tiles/Flooring Ceiling Tiles Furniture Repair Bathroom Stall Repairs Window Repairs/Leaks Window Shade Repairs Parking Lot Arm Gate Graffiti – Outdoor Graffiti - Indoor Paper Towel Dispensers Masonry Service General Repairs Other	Any Inside Door Repair Patching Holes Replace/Repair Replace/Repair Stall Locks, Partitions Install, Repair Concrete, Cement, Stairs
<u>Housekeeping</u>	Clean Carpets/Stains Empty Hallway Trash Bins Replace Hand Sanitizer Cleanup Trash in Building Power Washing Strip and Wax Floors Vacuum Service Housekeeping Other	

Trade	Service	Description
<u>HVAC</u>	Portable AC Service Install Window Unit HVAC Other Powerplant BMS	Install, Replace, Repair
<u>Lockshop/Keys</u>	Change Locks/Recore Remove/Repair Lock Cabinet/Desk Lock Key Does Not Work Door Not Locking Locks Other	
<u>Plumbing</u>	Broken Toilet Seat Low Water Pressure Plumbing Fixture Repairs Water Hydration System Plumbing Other	Faucet, Toilet, Shower Repair, Filter, Replace
<u>Signage</u>	Interior Room Inserts Interior Room Signs (Room Numbers) /(Mechanical Rooms) Interior Directional Signs Interior Maps in Quad Area Exterior Parking Signs Exterior Building Signs Exterior Parking Lot Signs Exterior Monument Signs Exterior Bus Shelter Signs Exterior Pedestrian Maps Signage Other	
<u>Projects</u>	Annual Call Deferred Maintenance Projects Other Warranty	