

TIPS FOR CREATING A FACILITIES WORK REQUEST



Know your location

- Building name & room #
- Outdoor area name



- Name
- phone #
- email address

Required in case Facilities has any questions



Provide All Details

- What is not working/happening?
Where is it specifically?
When did you notice it?
Who is being affected?

***Routine Work Requests** = can wait until next business day
(i.e. general maintenance, light bulb, sink)

***Urgent Work Requests** = must be addressed today
(i.e. disrupting classes or research, safety or health hazard)



Submit a Work Request online
at facilities.ucmerced.edu

For **Urgent** requests, call the
Customer Service Center
855-234-0579

The offsite Customer Service Center and Facilities Management teams appreciate your help in providing this detail in order to process your Work Request as quickly as possible.