Facilities Work Request Link

WORK REQUEST LINK: http://vmfacilities.yc.edu (PLEASE SAVE TO YOUR

DESKTOP) **At Web Work Request Form:**

❖ Enter your email address and click 'Enter my Request'. ***EXAMPLE ON 2ND PAGE***

❖ **VERY IMPORTANT:**
   Building & Room Number or indicate a room number by the area.
   If this information is omitted it slows down our response time.

❖ **Multiple Requests** – please check first, but generally we like requests submitted separately.

❖ **Request Priority:**
   Facilities requires 1-2 weeks to complete work, emergencies excluded.

   ✓ Priority 1 – Emergency (**Call 776-2180 Immediately** for comfort calls, gas odor, fire, leaks, emergency bathroom cleanups)
   ✓ Priority 2 – High (Needs attention ASAP)
   ✓ *Priority 3 – Normal (Most requests are priority 3)*

❖ Click **'Create'** at the bottom to submit your request.

Automatic confirmations are sent to your email throughout the work process.
THANK YOU for helping Facilities stream-line our procedures!

Very Important Guidelines

✹ **Administrative Assistants:**
   Please contact your Supervisor/Dean for approval before submitting
   a work request if more than a minor repair is needed.

✹ **Key Requests:** Please complete the Key Request form found on the Facilities web page and email it to: facility@yc.edu

✹ **Comfort Calls:** **Please call x2180.**
   We will adjust you room temperature as quickly as possible.

thinkage
MainBoss

Enter your email address to submit a MainBoss request   [   ]   Enter my Request

Login as MainBoss User to view your assignments

Click!

Ignore This

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thinkage
MainBoss

EXAMPLE

New Request

Number
WR 15845

VERY IMPORTANT

Subject
01-207G Hang picture

Unit Location
01-207G @ 01-207G @ BLDG 01 @ PRESCOTT @ YAVAPAI COLLEGE

Reque[st]
3 ▼

Priority 1: Emergency (Call Facilities Immediately) Comfort calls, fires leaks, gas odors
Priority 2: High (Needs Attention ASAP)
Priority 3: Normal (Most requests fall under this)
Priority 4: Low (No Hurry)

We apologize this information does not show on the web page.

Descri[ption]
01-207G Hang picture

The more information the better! Give Building and Room number again in the Description area. If room number not known, give specifics as to where, what is happening, what needs to be repaired, where it is located in the room, etc.

Create   ⟵ Click to create Work Request

Cancel

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