

# Maintenance Service Requests

The Maintenance Service Request has nine steps to complete. Boxes with a **RED CHECK** are required in order to submit the request!

Step 1: Auto-fills after you register as a user the first time.

Step 2: Weed or Yreka location. Choose a Building and Area/Room. Do not fill in the Area box as it often causes some rooms to become unavailable for scheduling.

Step 3: Choose the appropriate area based on the problem. Need a light bulb? Plumbing? If none of the choices seem appropriate, you can choose “General Maintenance.”

Step 4: Describe what you need done.

Step 5: Specify the best time for this to occur. If it does not matter, you still need to put something in, so “any” is an appropriate answer.

Step 6: When you need the job completed by. Emergencies occur, but please do not expect routine requests to be addressed immediately.

Step 7: Best time for service. If it doesn't matter, “any” is an appropriate response.

Step 8: Type in this word: **password**

Step 9: Press the Submit button.