

## Facilities Maintenance and Repair

### FACILITIES MAINTENANCE WORK ORDERS:

The Administrative Assistants in each Division has access to the Work Order software for submitting requests to the Facilities Department. Please email your Division AA with your facilities request and ask him/her to submit it for you. Please include the room number/area, problem or request item, your name and phone number.

If you AA doesn't have access to the Work Order system, or if the matter is urgent, contact Elaine Chapman at x3706 or email: .DL DO-Facilities or Elaine.Chapman@sjeccd.edu.

***For an after-hours emergency, contact campus police at 408-270-6468.***

For Key Requests:

Key Request Forms are submitted through your Division Administrative Assistant. Please send an email with KEY REQUEST and your name in the subject line. Indicate what room(s) you will need access to and why (faculty classroom, new Administrator, etc.). Key Requests for Room(s), Office or Building Master: Division Dean or Administrative Supervisor signature.

Campus Master: Signed by Dean or Administrator, President or Vice Chancellor, and Chief of Police.

Report lost or stolen keys to Police Department. (Replacement keys will not be issued without reporting to Police Department.)

If an alarm code is required, the department Dean will send an email to the District Police requesting the code.

Please note: At the termination of employment, employees will be responsible for returning all keys issued to the during their employment period. If you no longer need a key, please return it to the Police Department and sign a Returned Key document.