



Submit a Work Order for Your Room

Maintenance requests, commonly known as work orders, are requests submitted when there is a maintenance issue that requires attention in a residential room, apartment or common living space. Examples of maintenance requests include:

- Leaking, clogged or slow draining sinks or toilets
- Burned out light fixtures or non-functioning electrical outlets
- Air conditioner or heating unit issues
- Door lock issues
- Wall repair
- Damaged university-owned furniture
- Window issues

How do I submit a work order?

There are a variety of ways to submit work or



What information will I need to provide?

When submitting a work order, you will need to provide your:

- Name
- Phone number
- Building and room number
- Detailed description and location of the issue being reported

How long does it take a work request to be processed?

Work orders are completed in a timely manner; however, work orders are prioritized when necessary. For example, a sink that is overflowing will take priority over items such as a broken closet door. Issues that directly affect health and safety will take priority.

Additional Contacts

If you experience issues with any of the following, please contact the appropriate office:

Charter Cable – please contact the main housing office at 660-543-4515

Washers/Dryers and Vending Machines– please contact the front desk of the building the washers are in (360) BDC BT255.29