## CSU Work Order Nod@EistomePortal QuickReferenc@uide

## 3.0CreatingaWorkOrder

## Clickon the Work Order" buttoron the home screenof the Services pag

A. nodaFiwilltakeyouto ascreenwhereyou canstartentering thetetailsofyourrequest.

Emergencies fter hourshould be called into the Campus Police 2111or the Facilities Call Center 2132 where you will be assisted by a Engineer on Duty (EOD) 24/7/365. This is urequired an immediate response.

1.Select thecationBuilding of Request	2.Selectthespace specificspaccor agenerabrea
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Welcome trub Chicano State University	
To submit a remark havin by salarting the location or building and a submit a remark basin by salarting the location or building and a submit submit a submit s	Piezo select a gaca.
Select Sociale	
	• ardinativerses
Academic Library [GBL]	ADDED 1
Business and Health Sciences Building (BHS)	
Cook Administrating Statistics (Annul)	
Contell Reed Student Union Building (SUB)	Acrossite and a second s
Education Building	
Emil & Patricia Jones Convocation L/CCI	CVF Fanders from 16
Harold Washings	Contraction of the second seco
Jacoby Dickens Athletic Cenge '	
Paul and 🛄 Emily Douglas Hail (DH)	
Phylics run theory	

## 3.Selecttheworktypeissue:

Adding and Atrative SerVic 1 tes
Room 300 -302
Please select an Issue
Concept Students Sector Country
Power Gutage, Light out, exposed wires, etc.
HVAC (Engineers)     Leaks, hot/cold, Elevator/Burning smalls, etc.
O Movers Disposal/Renzy - a Charattare, Bet-ups, eec.
Paten and Palnt
Orounda     Grounds: Parking lots, Sidewalks, Snow Removal, etc.
Pest Control Email: dcrensha@csu.edu (Bugs, Insects, etc.)
Contact Dan Chopp ext. 3054 (Locks, etc.)
Contact Pol
Overtime Atter Hours Weekdays 3pm -10pm: Weekends Zam-3pm
Plumbing Leaks, Clogs, Sinks, Tollets, Drains, Drinking fountains, etc.
Back

4. Provided etails of theissue and location, Submit