The Facilities Maintenance Department will evaluate, prioritize, and schedule your building and grounds maintenance work requests.

Please complete the following form to submit a work order request...

* indicates a required field

**Campus**
Los Medanos College

**First name** *
Enter requestor's first name.

**Last name** *
Enter requestor's last name.

**Department** *
Enter requestor's department.

**Employment type** *
-- Choose One --
Select requestor's employment type.

**E-mail** *
Enter requestor's e-mail address.

**Work phone extension** *
Enter requestor's work phone extension.

**Cell phone**
Enter requestor's cell phone number. (optional)

**Manager's name** *
Select requestor's manager's name.

**Date Needed by**
-- Month --  -- Day --  -- Year --
Enter the date the request is needed by. (optional)

**Location of work** *
-- Choose One --
Select the location of the work to be performed.

**Description of work** *
Enter a brief description of the work to be performed.

Submit