





**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