

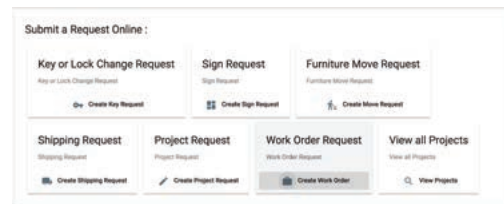
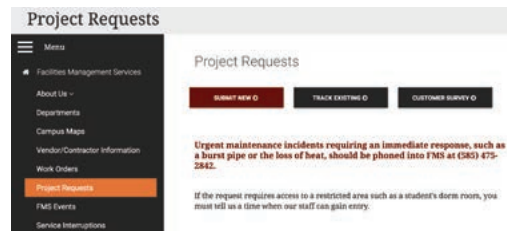
Maintenance Requests

That leaky faucet isn't just annoying, it's also wasting resources. Making a maintenance request is easy, can help advance your office's sustainable efforts, and improve the comfort level of your work space.

How to Make a Maintenance Request

Urgent maintenance incidents requiring an immediate response, such as a burst pipe or the loss of heat, should be phoned into FMS at (585) 475-2842.

- 1.) Go to <https://www.rit.edu/fa/facilities/service-project-requests>
- 2.) Under Project Requests, select "Submit New."
- 3.) Select "Work Order Request."



- 4.) Fill out the Facilities Service Request Form.