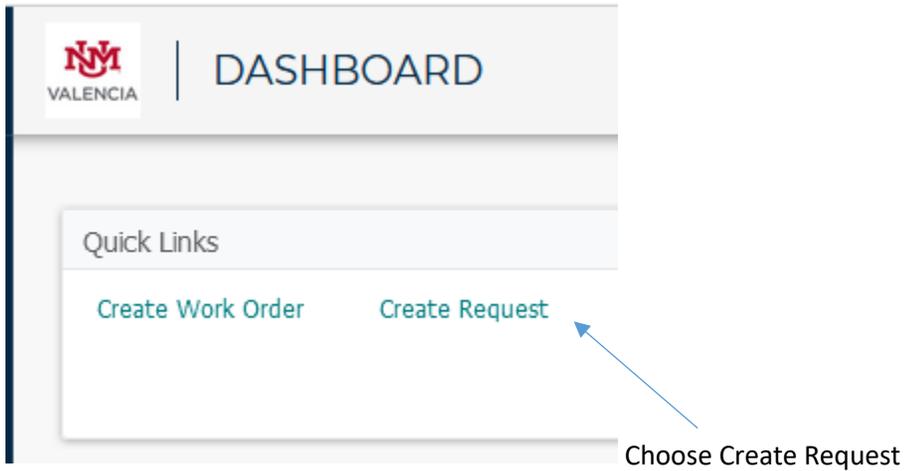


Welcome to the UNM-Valencia Maintenance Work Order Request Portal

If this is an emergency, please call 505.925.8500.



To start your request,

1. Click the location icon next to the location search bar.
2. Select the location that best corresponds with the service being requested.
3. Please add your room number, or a description of your location.
4. Next, select the Work Category that best represents the nature of your request,
5. Provide a detailed description of your specific request,
6. And attach any documents or images that might be helpful.
7. Once completed, click **SAVE** to submit the Work Order request.

Save when you are done.

 | MY REQUESTS  Help  Profile

Bold Text: * - Denotes a required field.

WELCOME TO THE UNM-VALENCIA MAINTENANCE WORK ORDER REQUEST PORTAL

If this is an emergency, please call (505) 925-8500.

To start your request, click the location icon next to the location search bar. Select the location that best corresponds with the service being requested. Please add your room number, or a description of your location. Next, select the Work Category that best represents the nature of your request, provide a detailed description of your specific request, and attach any documents or images that might be helpful.

Once completed, click **SAVE** to submit the Work Order request.

*indicate required fields

▼ SELECT REGION/SITE

Site: * 

▼ LOCATION DETAILS

Location: * 

Room or Area Number: *

Select a location from the drop down

Enter a room number or area

▼ WORK CATEGORY

Work Category: *

 ADA Compliance	 Building Automation	 Cafeteria/Kitchen	 Carpentry	 Ceilings	 Construction	 Custodial	 Electrical/Lighting	 Event Set-up Request	 Fire Protection
 Flooring	 Glass/Window Repair	 Grounds	 Heating/Ventilation/Air Conditioning	 Irrigation	 Keys & Door Hardware	 Moving/Delivery	 Office Supplies	 Other	 Painting
 Pest Control	 Plumbing	 Roofing	 Surplus	 Vehicle Maintenance	 Wall Repair				

Select a work category

▼ WORK REQUESTED

Work requested: *

B / **I** / **U** ^{ABC} ✓    

Enter detailed summary of request

▼ **UPLOAD DOCUMENT/IMAGE**

Documents/Images:



Optional: upload document or image to clarify request

Click  at the top of the page

You will receive an email of your request.