FACILITIES MANAGEMENT SERVICE REQUEST

If you have any questions, please call 725-3333

Notes

- You need your Bowdoin UserID and password to enter a request.

- Required fields are marked with a *Red Asterisk.*

- Your *Name, Phone number, and email* are pre-filled. You may change these fields if you would like.

Bowdoin

Submit Service Request

To check the status of an existing request, please use the **Request Status Form**.

Contact Info

NAME *

EMAIL *

PHONE *

Location Info
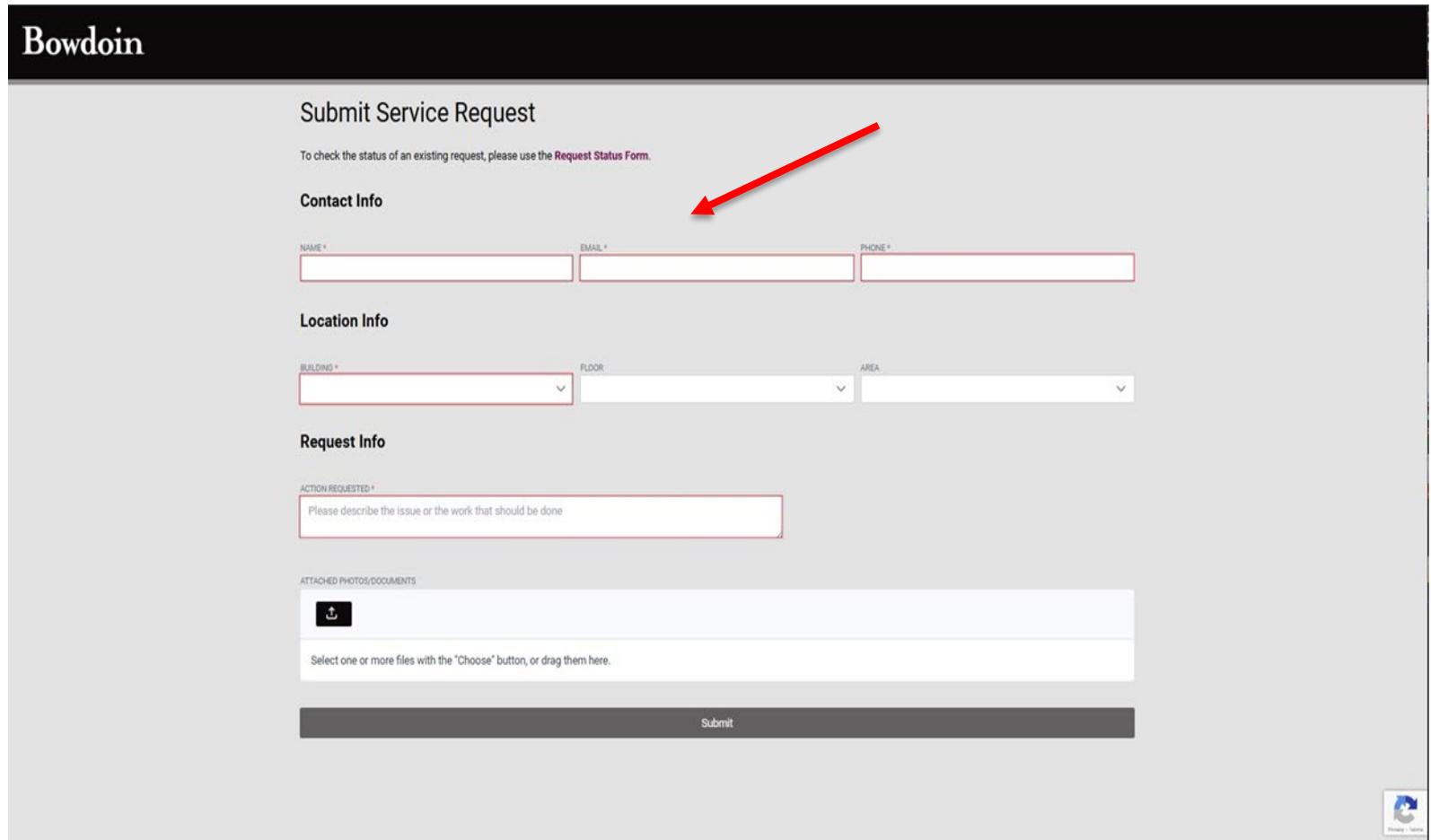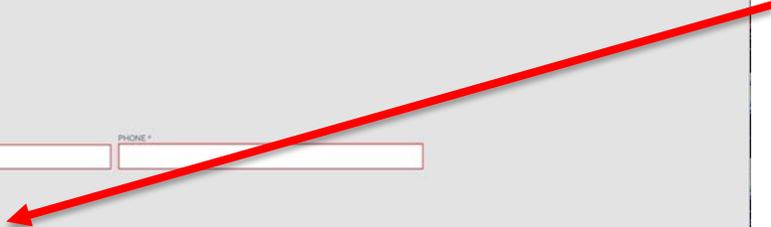
BUILDING *

FLOOR

AREA

Request Info

ACTION REQUESTED *

Please describe the issue or the work that should be done

ATTACHED PHOTOS/DOCUMENTS

Select one or more files with the "Choose" button, or drag them here.

Submit

Notes

- You can copy other people on the Service Request as well. Separate individual email addresses with a semi-colon (;) and no space before adding the next email address.

- As a default, you will receive an email when the request is received, turned into a work order, and then when the work order is completed.

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Notes

- Enter in the Building Name or use the drop-down arrow

- If you enter in a floor code, then your list of rooms will narrow down.

- The Area is the room number. Most rooms have a number but are also named where appropriate.

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Notes

- To attach a photo or document, select the file or drag and drop in the attached photo/documents field.

- After verifying everything is correct, hit the "submit" button.