

EMERGENCY WORK REQUEST

Facilities Management has set up an emergency work request hotline. This hotline is to be used to report situations that require immediate attention. All other requests for repairs should be done via the online work request system. Examples of emergency situations are: flooding, water leaks, severe plumbing issues, heating issues below 60 degrees during the heating season, air conditioning issues above 80 degrees during the cooling season, security issues, power outages, etc.

The work request hotline is: 464-6864

The work request hotline operates Monday thru Friday from 7 a.m. to 4 p.m. After hours the work request hotline is transferred to the Valparaiso University Police Department. VUPD will contact the appropriate Facilities Management personnel.

After hours the work request hotline is: 464-5430

The work request hotline is staffed 24-hours a day, seven days a week.

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