

STUDENT ONLINE WORK REQUEST

[Online Work Request Form](#)

Students who need to report an emergency must contact their RA or RLC and have them place a call to the emergency work request hotline.

All regular, non-emergency repair orders requested in your residence hall, will be completed by Facilities Management on the following schedule:

Alumni Hall	Tuesdays
Brandt Hall	Wednesdays
Wehrenberg Hall	Tuesdays
Kade-Duesenberg	Thursdays
807 Mound	Tuesdays
Guild Hall	Thursdays
Memorial Hall	Thursdays
Scheele Hall	Mondays
Lankenau Hall	Mondays
Make-up Day	Fridays

Please be prepared for staff to enter your room on the appropriate day after you have submitted a work request.

The regular hours for residence hall repairs are 10 a.m. to 3:30 p.m. Monday thru Friday.

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