



DEPARTMENT OF FACILITIES MANAGEMENT

Memorandum

To: Administrators, Faculty and Staff

From: Rudolph Cardenas
Associate Vice Chancellor for Facilities Management

Date: May 26, 2016

Subject: Facilities Management Event Support

When requesting event support from Facilities Management (only includes the following departments: Housekeeping, Plumbing, HVAC, Electrical, Grounds and Carpentry), it will now be necessary to complete a “work request” in Maintenance Direct. Please follow the same steps that you would for any other work request except please select “event setup” in the craft selection drop down menu. Advance notice will continue to be a key factor in Facilities Management being able to provide adequate support for any event. For after hours and weekend events requiring FM staff to be on site, please enter a work request at least 21 days prior to the event. For events that occur during normal business hours, please enter a work request at least 7 days prior to the event. Please visit <http://www.uncfsu.edu/facilities-management> for additional information about Maintenance Direct. For emergencies and technical assistance, please call 672-1431 or 672-1432.

Note: Procedures for requesting support from Central Warehouse are unchanged.