

WORK ORDERS/SERVICE REQUESTS

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The following procedures are used for the initial submission of a Work Order/Service Request. Current status on previously submitted Work Order/Service Requests to resolve problems or other issues should be referred to the Facilities Management Team.

Click for contact information: [Facilities Management Team](#)

Routine Service Request

Routine Service Request should be submitted through the [On-line Work Order System](#).

Urgent Service Requests

Urgent Service Requests are NON-emergency conditions that directly impact the educational mission of the District. Examples of urgent facility needs are conditions resulting in:

- Cancellation of classes
- Disruption of traffic flow
- Building closures
- Safety issues that impact students, staff or the general public

Urgent facility needs should be reported to the following phone extensions at each College and **MUST** be followed up with a work order.

Foothill College & District Central Services - Dial ext. **6156** or **6178**

De Anza College - Dial ext. **5438** or **5437**

Emergencies

Emergencies are conditions that pose an immediate threat of serious injury to personnel or damage to property. Examples of emergencies include:

- Gas or burning smell
- Burst pipe
- Overflowing toilet
- Exposed live electrical wire

Facility Emergencies should be reported as described here: [EMERGENCIES](#)

Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022
[District Phone & Contacts Directory](#)

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