

Facilities Work Request Link to MainBoss

WORK REQUEST LINK: <http://vmfacilities.yc.edu>

Instructions:

1. Enter your email address, then click 'Enter my Request' (example below)
2. Subject - Enter Building & Room Number and the request information
3. Where is the problem - Enter Building & Room number again (copy & paste)
4. Request Priority - Defaults to #3. Call Facilities for emergencies.
5. Click 'Create' at the bottom of the page to submit your request.

Automatic confirmations are sent to your email throughout the work order process.

MainBoss access is granted by request. Supervisors, please email facilities@yc.edu to request access.

Please contact your Supervisor/Dean for approval before submitting a work request if more than a minor repair is needed. ** A Space Allocation Form is required for moves and large repairs.



MainBoss

To request MainBoss access, please email facilities@yc.edu.
Access is limited to managers and department liaisons.

Enter email address and click 'Enter my Request'

Enter your email address to submit a MainBoss request



Enter my Request

See my Requests

EXAMPLE

New Request

Number

WR 38295

Subject

20-105 Hang Picture

Where is the problem

20-105

Request Priority



For emergencies, please call Facilities 928-776-2180

System default is #3. Facilities department assigns priority

Description

Location: 20-105 office, please hang picture (size 11x14) on wall to the right of computer monitors. Picture is on the floor. Thank you!

Include as much detail as possible.

Create