

SERVICE TYPES

Service Type is a required field. There are 29 Service Types on the *NetFacilities* work order form for you to choose from. Some of the service types have associated *Symptoms and Tasks* that are preloaded for you to choose from. Please take the time to **choose the correct service type** so that your work order can be dispatched to the correct craft.

1. **AIR CONDITIONING:** anything dealing with AC service/repair.
2. **CHALK MARKERS ERASERS:** request restock of chalk, markers, or erasers in a classroom.
3. **CLOCKS SERVICE/RESET:** classroom clocks reset or service.
4. **CUSTODIAL /CLEANING SERVICES:** anything dealing with custodial cleaning care. Servicing restrooms, and housekeeping in residential units.
5. **DATA COMM SERVICE:** Ethernet ports, wiring for data equipment, video cameras.
6. **DELIVERY:** You want us to deliver something for you. Requires the use of material handling equipment.
7. **DISPOSAL:** throw it away I don't want it anymore.
8. **ELECTRICAL:** anything dealing with electrical/power, lighting systems.
9. **ELEVATOR:** anything dealing with elevator service.
10. **EVENT SET UP/BREAK DOWN:** set up, and breakdown of campus special events both indoors and outdoors.
11. **GROUNDS SERVICE:** landscaping and outdoor service/beautification.
12. **HANG/MOUNT ITEMS:** mounting items on walls, ceilings, etc....
13. **HEATING:** anything dealing with heating service/repair.
14. **LEAKS:** anything that is leaking on to the floor. Faucets dripping is different, that is a "Plumbing" request.
15. **LIGHTS OUT INDOORS:** self-explanatory.
16. **LIGHTS OUT OUTDOORS:** self-explanatory.
17. **LOCKSMITH SERVICE:** anything to do with keys, locks, key card readers etc.
18. **MOVE/REMOVE:** move or remove something from one place to another.
19. **ODOR TREATMENT:** Something's stinky, find out what and take care of the odor.
20. **OFFICE RELOCATION/MOVE:** Move an entire office or department, all furniture, cabinets, computers, to another location.
21. **PEST CONTROL/HERBICIDES:** Get rid of bugs, critters, vermin, varmints, or weeds.
22. **PLUMBING:** anything to do with plumbing issues or plumbing fixtures.
23. **RECYCLING:** self-explanatory. Recycling is not Disposal.
24. **REQUEST FOR SERVICE:** Generic; please do something for me.
25. **RESIDENTIAL REPAIR:** Used by students to request a repair in a residential housing unit.
26. **SEASONAL CHANGE COOLING:** for 2 pipe system HVAC buildings.
27. **SEASONAL CHANGE HEATING:** for 2 pipe system HVAC to buildings.
28. **VEHICLE REPAIR/SERVICE:** repair of UD vehicles, or UD mowers that have a gas powered engine.
29. **WASHERS/DRYERS:** For residence hall students to request service to the machines.