



SW Texas Junior College Homepage
Got a problem? Email us

Maint Request My Requests Settings

HELP

Legend

Work Request

SWTJC Work Order Request

Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

Step 1 Please be yourself, click here if you are not Blanca Martinez

First Name Blanca	Last Name Martinez	Email bemartinez@swtjc.edu
Phone <input checked="" type="checkbox"/> 830-591-7339	Pager 	Mobile Phone

Step 2 Location

-- Select Location --	
Building -- Select Building --	
Area -- Select Area --	Area/Room Number <input checked="" type="checkbox"/>

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:



Maintenance Help Desk:

Click here for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

- | | | | |
|----------------------|------------------|---------------------------------------|---------------------|
| Air Conditioning | Appliance Repair | Audio/Visual | Cabinet Shop |
| Cafeteria | Capital Project | Carpentry | Carpet Cleaning |
| Ceiling Tile | Concrete | Construction | Custodial |
| Electrical | Elevators | Event Setup | General Maintenance |
| Glass/Window Repairs | Grounds | Heating/Ventilation /Air Conditioning | Lighting (Indoor) |
| Lighting (Outdoor) | Mechanical | Miscellaneous | Painting |
| Parking Lot Striping | Pest Control | Plumbing | Refrigeration |
| Telephone Service | Welding | | |

Maintenance Emergency

Check here if this is an emergency or call any of the emergency contacts below.

Contact Name Jesus J. Martinez Sr	Contact Phone 830-591-7234
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Step 4 Please describe your problem or request.

Text area for describing the problem or request.

Step 5 Time Available for Maintenance

Text input field for time available for maintenance.

Step 6 Purpose

-- Select Purpose --

Step 7 Attachment

[Attach New File](#) (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 8 Submittal Password

[Forgot Password?](#)

Step 9

NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified if this request is completed.
You will be notified if this request is declined.
You will be notified if this request is marked as voided.
You will be notified when this request has been closed.

Legend

Required Information

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CUA: Mozilla

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