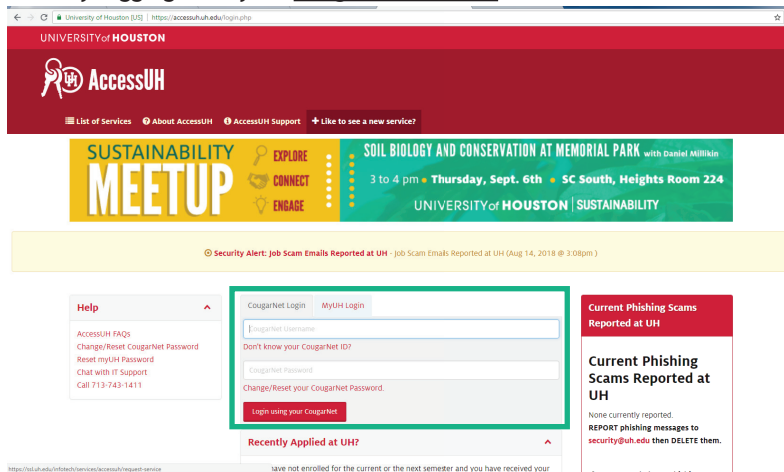
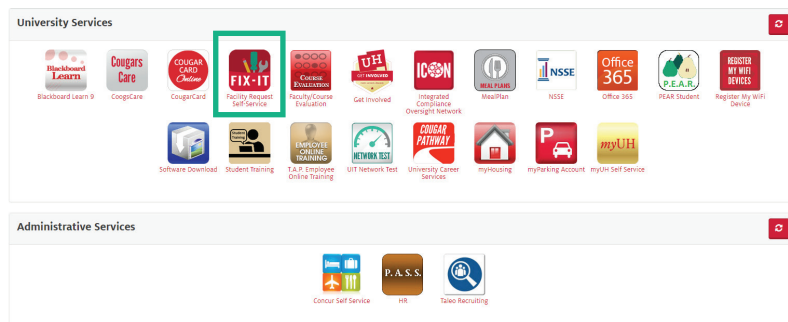


# REQUEST FOR SPACE INFORMATION UPDATES

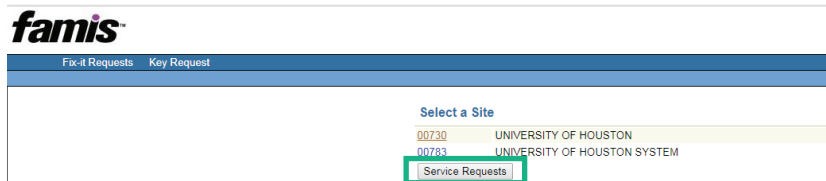
## 1. Start by logging in to your CougarNet account



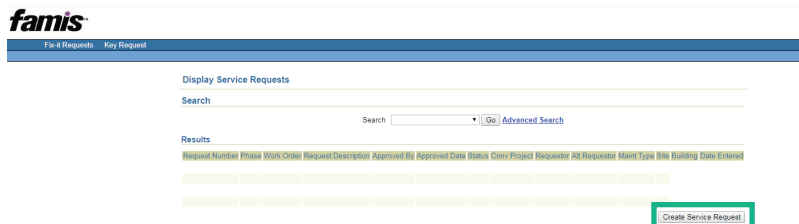
## 2. Locate and click the FIX-IT Service Request



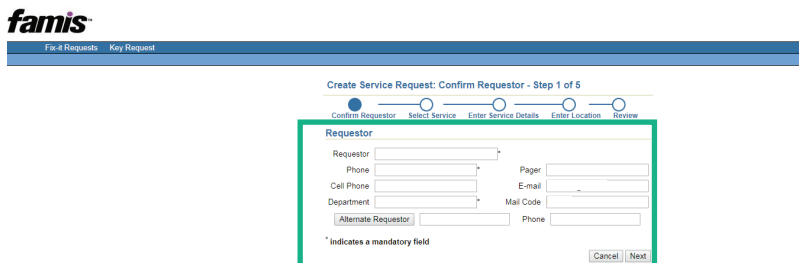
## 3. Click the Service Requests button



## 4. Click the Create Service Request button



## 5. Fill in required information



6. Click option number 4. All Other Campus Requests (General and Education Specs)

Create Service Request: Select Service - Step 2 of 5

Confirm Requestor Select Service Enter Service Details Enter Location Review

Available Services

- 1. AUXILIARY PARTNER REQUESTS
- 2. CAMPUS RESIDENT REQUESTS
- 3. 3RD PARTY MANAGEMENT COMPANIES
- 4. ALL OTHER CAMPUS REQUESTS (GENERAL AND EDUCATION SPACES)
- 5. IT/ITC EMPLOYEES ONLY REQUESTS

For facility related emergencies, please contact the Facilities Service Center at 713-743-4948 immediately.

Cancel Back

7. Locate and click Space Information Updates

Create Service Request: Select Service - Step 2 of 5

Confirm Requestor Select Service Enter Service Details Enter Location Review

Services within 4. ALL OTHER CAMPUS REQUESTS (GENERAL AND EDUCATION SPACES)

- ANIMAL & PEST CONTROL
- AUTO & FLEET
- CENTRAL PLANT
- CUSTODIAL / HOUSEKEEPING
- DOORS / LOCKS / KEYS
- ELECTRICAL & LIGHTING
- ELECTRONIC ACCESS CONTROL DEPARTMENT
- ELEVATOR
- EVENT SUPPORT
- FIRE ALARM
- GENERAL MAINTENANCE & REPAIR
- GROUPS MAINTENANCE
- HEATING & COOLING
- MECHANICAL AND FABRICATION SERVICES
- MOVING / DELIVERY REQUEST
- PLUMBING
- PROJECT / RENOVATION - FP&C
- PROJECT / RENOVATION - MIC
- REQUEST A CAMPUS MAP
- SIGNAGE
- SOLID WASTE / RECYCLING
- SPACE INFORMATION UPDATES

For facility related emergencies, please contact the Facilities Service Center at 713-743-4948 immediately.

Cancel Back

8. Choose one of the following

Create Service Request: Select Service - Step 2 of 5

Confirm Requestor Select Service Enter Service Details Enter Location Review

Services within: 4. ALL OTHER CAMPUS REQUESTS (GENERAL AND EDUCATION SPACES) - SPACE INFORMATION UPDATES

- OTHER SPACE UPDATE
- CHANGE DEPARTMENT SPACE OWNER
- UPDATE FLOOR PLAN

For facility related emergencies, please contact the Facilities Service Center at 713-743-4948 immediately.

Cancel Back

9. Input information needed

Create Service Request: Enter Service Details - Step 3 of 5

Confirm Requestor Select Service Enter Service Details Enter Location Review

Work Description

Work Title UPDATE FLOOR PLAN

Description of Work

To preserve the text formatting, please hit "Enter" after each line. (Limit 3000 chars)

Earliest Start Date mm/dd/yyyy

Latest Completion Date mm/dd/yyyy

Dates/Times Work Cannot be Done in Location e.g. Mon & Fri 8am - 10am

\* indicates a mandatory field

Cancel Back Next

## 10. Input information needed

### Create Service Request: Enter Location - Step 4 of 5



Click on Button to make selection

Site	<input type="text"/>	Building	<input type="text"/>
Floor	<input type="text"/>	Room	<input type="text"/>
Department Code	<input type="text"/>		

The Department Code indicates the department that occupies the space where work is being done. (Optional)

\* indicates a mandatory field

## 11. Click Finish

### Create Service Request: Review - Step 5 of 5



#### Requestor Information

Requester Name	Requestor Phone
Requestor Dept	Requestor Email
Alt Requester Name	Alt Requestor Phone

#### Service Description

Earliest Start Date	Latest Completion Date
Blackout Dates and Times	Work Title <b>UPDATE FLOOR PLAN</b>
Description	

#### Location

Site  
Building  
Floor  
Room  
Department Code