

How to Request Recycling



Recycling On Campus

single-stream recycling

 <p>Tetrapaks Milk cartons and soup containers.</p>	 <p>Cardboard Must be clear of grease and other residue.</p>
 <p>Plastic #1-5 and #7 Should be empty and clean.</p>	 <p>Metals Aluminum, steel and tin. Empty before recycling.</p>
 <p>Paper Newspaper, magazine, card stock.</p>	 <p>UH does NOT recycle the following items: Glass • Styrofoam • Food • Plastic #6 • Straws • Plastic eating utensils • Plastic bags • Liquids • Wood</p>



Facility Request
Self-Service

Logon on to Access UH and select the FIX-IT icon

Select a Site

00730	UNIVERSITY OF HOUSTON
00783	UNIVERSITY OF HOUSTON SYSTEM

[Service Requests](#)

Select "Service Requests"

Search [Advanced Search](#)

Option	Approved By	Approved Date	Status	Conv	Project	Requestor	Alt Requestor	Maint Type	Site	Building	Date Entered

[Create Service Request](#)

Select "Create Service Request"

Create Service Request: Confirm Requestor - Step 1 of 5



Requestor

Requestor	<input type="text" value="MENDOZA, MICHAEL J"/>	*		
Phone	<input type="text" value="713/743-8089"/>	*	Pager	<input type="text"/>
Cell Phone	<input type="text"/>		E-mail	<input type="text" value="mjmendoza4@uh.edu"/>
Department	<input type="text" value="H0276"/>	*	Mail Code	<input type="text" value="H2016"/>
Alternate Requestor	<input type="text"/>		Phone	<input type="text"/>

* indicates a mandatory field

Your information will automatically appear.

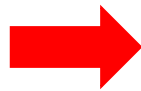
Select "Next"

Create Service Request: Select Service - Step 2 of 5



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. \(F/CM EMPLOYEES ONLY\) REQUESTS](#)
- For facility related emergencies, please contact the Facilities Service Center at 713-743-4948 immediately.



Cancel Back

Select "4. ALL OTHER REQUESTS"

Create Service Request: Select Service - Step 2 of 5



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

- [ANIMAL & PEST CONTROL](#)
- [AUTO & FLEET](#)
- [CAMPUS SAFETY SYSTEMS DEPARTMENT](#)
- [CENTRAL PLANT](#)
- [CUSTODIAL / HOUSEKEEPING](#)
- [DEFIBRILLATOR MAINTENANCE](#)
- [DOORS / LOCKS / KEYS](#)
- [ELECTRICAL & LIGHTING](#)
- [ELEVATOR](#)
- [EVENT SUPPORT](#)
- [FIRE ALARM](#)
- [GENERAL MAINTENANCE & REPAIR](#)
- [GROUNDS 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 / RECYLING](#)
- [SPACE INFORMATION UPDATES](#)

Select “SOLID WASTE / RECYCLING”



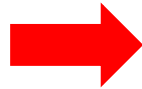
• For facility related emergencies, please contact the Facilities Service Center at 713-743-4948 immediately.

Cancel Back

Create Service Request: Select Service - Step 2 of 5



Services within: 4. ALL OTHER CAMPUS REQUESTS (GENERAL AND EDUCATION SPACES) - SOLID WASTE / RECYLING



- [NEW 96-GALLON RECYCLING CONTAINER](#)
- [RECYCLING PICKUP](#)
- [STREET / PARKING LOT SWEEPING](#)
- [TRASH DUMPSTER PICKUP](#)
- For facility related emergencies, please contact the Facilities Service Center at 713-743-4948 immediately.

If you need a recycling bin - Select “NEW 96-GALLON RECYCLING CONTAINER”

If you need recycling pickup at a specific location - Select “RECYCLING PICKUP”

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



Work Description

Work Title *

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

Fill in any important details and dates as needed then click "Next"

Create Service Request: Enter Location - Step 4 of 5



Click on Button to make selection

Site * Building
Floor Room
Department Code

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

* indicates a mandatory field

Cancel Back **Next**

Select the site, building, floor, room, and department code. These boxes can be filled by clicking the button to the left of each box and searching for your specific location. Then click “Next”

Create Service Request: Review - Step 5 of 5



Requestor Information

Requester Name **MENDOZA, MICHAEL J** Requestor Phone **713/743-8089**
Requestor Dept **H0276** Requestor Email **mjmendoza4@uh.edu**
Alt Requester Name Alt Requester Phone

Service Description

Earliest Start Date Latest Completion Date
Blackout Dates and Times Work Title **NEW 96-GALLON RECYCLING CONTAINER**
Description s

Location

Site **00730** **UNIVERSITY OF HOUSTON**
Building
Floor
Room
Department Code

Cancel **Finish**

Confirm all the information is correct then click “Finish”