

OPERATIONS & MAINTENANCE





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Upon clicking the Estimate Request Form will appear. To complete the form, fill in the required fields.

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Print Print Arid to Bookmarks My Bookmarks	A Estimate	
	Submit x	
ubmit an Estimate Request, complete the form balow them slick Submit		ne
	* Request is for Someone Else	
Select From Floor Plan	III	Jency please call 911
astic change in temperature, or power outage, please call Faciliti 03-8000 (Chicago).	ies Customer For urgent Faciliti Service at 847-491-	es issues such as a leak, dr 5201 (Evanston), or 312-5
rorgential H.L.		<ul> <li>คะการปีไปกรูชา</li> </ul>
03	<i>₽</i> 0	Floor
03512	<u>۵</u> م	Room
orthwestern		Organization 1
		* Preferred Access Time
) Yes		Least to be present during vour visit?
) No		(
		<ul> <li>Billing Type</li> </ul>
		- Service Request

In the Request is for field:

If the Request is for you click on the Me radio button.

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## DIRECTIONS:

Optional: if the Request is for Someone Else:



Click on the Someone Else radio button.

Upon clicking, the Requested For section will appear.

Fill in the details of the person you are creating the Service Request for.



In the Request Details section:

Click on the Search buttons and select a Building , Floor , and Room.

Request Details	Select From Floor Plan
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Request Details continued.

Click on the Preferred Access Time



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## **DIRECTIONS:**

In the Related Documents section:

Click on the Upload button to add a copy (w)-4.thwolee |

## d INFORMATION

Once the Request to Complete Estimate Work is submitted, the Request will be received by Customer Service. Once they have reviewed and validated the Request, it will be routed to the appropriate shop to begin work.

If you need assistance in creating an Estimate Request , please contact Facilities Customer Service at 847-491-5201 (Evanston) or 312-503-8000 (Chicago).