

FACILITIES REQUESTS

To submit a work order, please follow the instructions below:

- Log on to the system: **facilitiesrequest.pace.edu** using your Pace credentials. The system can also be accessed through an icon on the MyPace mobile app.
- Select icon based on the facilities issue you are experiencing.
- Fill in the designated fields.
- Select "Create" and your work order will be sent to the facilities department to address.



IMPORTANT: YOU MUST BE LOGGED ON TO THE PACE WI-FI IN ORDER TO ACCESS SABER



Enter Service Requests

Toilet/Sink/Bath/Shower Clogged Lights/Power Out No Hot/Cold Water Too Hot/Cold Leak/Flood Janitorial Furniture Moves

easy to use icons

Create Service Request

Just a few quick fields to fill out!



Select Problem* Other

Requester*

Select Campus* PLV

Select Building*

Select Floor*

Select Room*

Location

Phone

Email*

Other Details

ATTACH **CREATE**

Have an image to add? Click "attach" to easily upload it.

