

Facilities Request Quick Guide: What Goes Where

Routine Maintenance/Work Order Request	Facilities/Capital Project/Space Change Request
Burnt-out lights	Renovation of classroom or lab spaces
Broken lock/door	Request for new office spaces, relocations or reconfigurations
Heating or cooling issues	Infrastructure upgrades (IT, AV, Electrical)
Leaking faucet or plumbing issue	Addition of walls, partitions, or offices
Elevator not working	Departmental expansion or space planning
Cleaning, custodial support or waste collection (e.g., spill cleanup, restocking)	Aesthetic upgrades (flooring, paint, furniture)
Routine building maintenance (e.g., power, plumbing, temperature)	Renovations or reconfigurations of space
General FSS service requests (e.g., pest control, H&S service request)	Capital upgrades or infrastructure enhancements
Event support (tables, chairs, signage)	Strategic initiatives tied to budget or business continuity

Capital, Facilities, or Space requests must be submitted via the Facilities Project Intake Request Form

<https://tdx.flemingcollege.ca/TDClient/178/Portal/Requests/ServiceDet?ID=6151>

REMINDER

The request form may only be submitted through the **Facilities Project Intake Request Process** by:

- Fleming College Administrators
- Support Staff Delegates
- Approved Third-Party Administrators