

Facilities Services Call Center Reminder

388-6422

In an effort to improve service to our customers, Facilities Services is using a Computerized Maintenance Management System (CMMS) to better track our work performance. The CMMS is also an excellent way to initiate work orders.

To use the CMMS TO INITIATE WORK ORDERS you can go through the SDCCD web site, Choose [Employee Resources](#) and then midway down the page you will see the [Maintenance online Work Order System](#).

NOTE: YOUR USER NAME is in caps following the format below. Please use the first part of your District e-mail address. For example: If your name is Virginia Anderson and your District e-mail address is vanderso@sdccd.edu, your user name would be **VANDERSO**.

Everyone's password is 1234.

For example: User Name: VANDERSO

Password: 1234

If you cannot access the CMMS via the District web site, please contact the Call Center.

Although the quickest method to get your work request processed is to use CMMS via the District web site, you can use any of the methods listed below:

- Web site
- Call : 388-6422
- E-mail: fsc@sdccd.edu

Reminder:

Although the Call Center staff checks the CMMS and emails, the operators can process high priority items called in immediately.

Reminder:

Set ups require a two week notice. Special dispensation can only be granted by the Regional Facilities Officer for your site/campus.

Reminder:

To report an after hour **emergency** please call the College Police Dispatch at 388-6405. If it is not an emergency please use the online work order system or email the Facilities Services Call Center and report the problem.

Thank you,
Facilities Services