

How to Request Facilities Services x6422

How to request:

- **Urgent services:** Call (619) 388-6422
- **Non-urgent services:** We encourage you to use our online work order system; however, you can always call x6422.
 1. Online Work Request
Please log in to <http://dlweb.megamation.net/sdcc.htm>
You will be asked for a user name and password. **Note: If this is your first time using the work order system please call x6422 for instructions..**
 2. Accessed through the SDCCD web site <http://www.sdccd.edu/index.shtml>. Click on Employee Resources then click on Maintenance On line work order system.
 3. E-mail Facilities Services Call Center at fscc@sdccd.edu
 4. Fax Facilities Services Call Center at (619) 388-6439

For work to be performed as a Site Improvement (formerly known as Request for Service), please contact your VPA.