

How to Place a Maintenance Request



Maintenance

1 Click on the Maintenance Cube 

2 Click on [Place request]  

3 Select Location (for example, your apartment) & Room (if applicable).

Details

Location*

Apt. 91 

4 Select a Type of issue from the drop-down menu.

Type of issue*

Light bulb replacement 

5 If necessary, you may provide additional details in the Comment box. Click on [Request] 

Comment
please provide more details

 



How to Cancel a Maintenance Request

1 In the Maintenance Cube, click on [Your requests]  

2 Choose the request you wish to cancel by clicking on it. 

Jan 29, 2021
5:01 PM

Clogged drains 

3 Click on the [Cancel] button.

