



Work Request

Welcome to KCCD's maintenance request portal.

Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

Step 1 Please be yourself, click here if you are not Stephanie Brantley

Form fields for First Name, Last Name, Email, Phone, Pager, and Mobile Phone.

Step 2 Location

Form fields for Location, Building, Area, Area/Room Number, and Equipment.

Step 3 Select Problem Type

Maintenance Help Desk grid with various problem type icons and labels such as ADA Accommodations, Electrical, Plumbing, etc.

Step 4 Please describe your problem or request

Text input field for describing the problem or request.

Step 5 Time Available for Maintenance

Form field for time available with a checkbox.

Step 6 Purpose

Form field for purpose with a dropdown menu and checkbox.

Step 7 Requested Completion Date

Form field for completion date with a calendar icon and explanatory text.

Step 8 Attachment

Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 9 Submit

NOTE: You will receive the following notifications. You will be notified receipt of your request. You will be notified of request assignment to a technician. You will be notified of status changes to your request. You will be notified if this request is completed. You will be notified if this request is marked as voided. You will be notified when this request has been duplicated.

Legend

Legend box with a red checkmark icon and the text 'Required Information'.