



## **FACILITIES MANAGEMENT**

# **HAVE MAINTENANCE/ CUSTODIAL CONCERNS WITH YOUR BUILDING?**

## **WORK ORDERS**

1. E-Mail all work order requests to [workorders@scsu.edu](mailto:workorders@scsu.edu)
2. For emergencies from 8:00 AM- 5:00 PM, Monday –Friday call the main office number: 803-536-7017
3. For after hour emergencies, call the facilities' after hours management team: 803-596-6030

**Please contact Facilities with any questions or concerns:**

**Keys /Work Orders: 803-536-7017**

**Email: [workorders@scsu.edu](mailto:workorders@scsu.edu)**

**OR COME SEE US AT:**

**2173 Russell Street (Two Story Blue House)- 1<sup>st</sup> Floor**