During normal operating hours:

 Dial Ext. 3810 (910-695-3810), or

 notify any technician who may be nearby, or

 contact the Switchboard (0).

After normal operating hours:

 Facilities On-call Technician (910) 639-9679 for Facilities Emergencies Only

 Contact Steven Garner, Facilities Director (910) 585-3125

Emergency situations include potential health, safety and/or environmental hazards (i.e., overflowing toilet, smell of vapors, major water leak, etc.)

On Campus (from a computer into which you are logged):

 Select your   " desktop icon.

 Please be sure to indicate day, date and time for any time-sensitive work requests including setups and/or resets.

 Complete All fields in the   section

 If needed,   by clicking "Browse" and locating and attaching the relevant file.

 Select "Submit".

 Congratulations! Your request has been received.

Off Campus:

 SCC Website (www.sandhills.edu)

 'For Faculty & Staff' link at the bottom of the page

 'Maintenance Work Request' link (under the Physical Plant subheading)

 You will be prompted to enter your SCC email and password

 Please be sure to indicate day, date and time for any time-sensitive work requests including setups and/or resets.

If our team determines that moving a heavy item carries a risk of injury to our technician(s), the requester for the work may need to contract a moving company, which may delay the date/time of the move. Please consider this when planning moves.

Please be prepared for your move. One of our team members will contact you to schedule the date/time of your move. We will reschedule if you are not ready to move at the appointed time.

The key request process is now electronic. Please complete the appropriate Key Request form:

Key Requests must be submitted to your direct supervisor in the Etrieve system.

SCC Website (www.sandhills.edu)

'   ' link at the bottom of the page

'   ' link under the 'Tools' subheading

'   ' under the 'Forms' subheading

Scroll down to the 'Facilities' subheading and click '   '.

Complete the online Key Request Form.

Click '   ' in the bottom left corner of the form and send to your direct supervisor for approval.

The recipient of the key(s) will receive system generated emails when the key is ready for pick up & regularly until it is retriev03}0 g0TJETETETETEETETETEET98.55 T