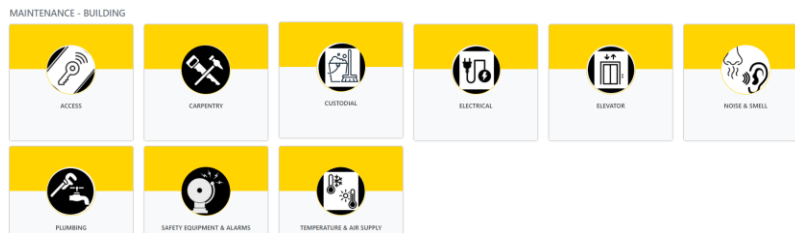


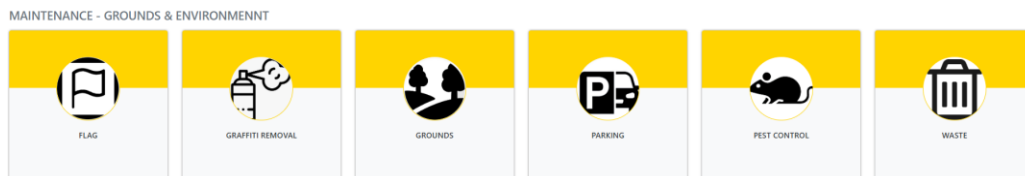
How to Submit a Maintenance Request

(Available to anyone at Dalhousie University – Staff, Faculty and Students)

1. Log into [Fixit.Dal.ca](https://fixit.dal.ca).
2. If it is the first time you visit the site, go to your User profile and enter your phone number.
3. Use the MAINTENANCE tiles at the top of the screen for BUILDINGS



Or GROUNDS AND ENVIRONMENT



4. Choose the tile that seems most appropriate for the issue. Fill in the drop down menus, review your work and submit. You can even attach a photo!

Reminders:

- You can check status of all the work you've submitted under **Processes**.
- You can limit email notifications any time by visiting User Profile-Notifications-Edit OR by using rules in Microsoft office. You will still see all notifications on the [Fixit.dal.ca](https://fixit.dal.ca) webpage on the upper left.
- You can tag colleagues in comments once the request has been submitted. Simply start to type their name. The name will only appear once someone has logged into fixit.dal.ca at least once.
- Email fixit@dal.ca any time for assistance.