

# Requests – Maintenance

To submit a maintenance request, complete the following steps.

1. Log into [DalOnline](#)
2. Select Web for Students
3. Select Residence Application
4. Click to continue, this will bring you to the Residence Hub Page
5. Select “Access Your Requests” under the **current** year
6. Select “*Maintenance Request*”
7. Complete the maintenance request form.
  - a. By submitting this request, you authorize maintenance staff to enter your room to perform repairs.
  - b. Requests submitted after hours, may not be looked at until the next business day.
  - c. For emergencies in Halifax go to your appropriate Front Desk.
  - d. If you have another maintenance issue please submit another request via your hub page.
8. A confirmation email will be sent to you
9. You can review your submitted requests at any time by clicking view submitted requests
10. Once your request has been processed an email will be sent to you

