

eFacilities Work Coordination Center Codes

Amended 10 June 2009

	Problem Code	Description	Shop	Priority	Type	Category
1	MA-AC COLD	A/C IS TOO COLD	MA-A/C REPAIR AND MAINT	3-ROUTINE	MA	RM
2	MA-AC OTHER	A/C PROBLEMS OTHER THAN COLD/HOT	MA-A/C REPAIR AND MAINT	3-ROUTINE	MA	RM
3	MA-AC WARM	A/C IS WARM	MA-A/C REPAIR AND MAINT	3-ROUTINE	MA	RM
4	MA-DOOR	REPAIR/REPLACE DOOR	MA-CARPENTER	2-URGENT	MA	RM
5	MA-RAIN LEAK	CHECK & REPAIR RAIN LEAK	MA-CARPENTER	1-EMERGENCY	MA	RM
6	MA-CARPET	CLEAN/SHAMPOO CARPET AS REQUESTED	MA-CARPET	4-SCHEDULE	MA	RM
7	MA-LIGHTS OUT	LIGHTS OUT	MA-ELECTRICAL	2-URGENT	MA	RM
8	MA-NO POWER	NO POWER	MA-ELECTRICAL	1-EMERGENCY	MA	RM
9	MA-KEYS	CUT KEYS	MA-KEY	3-ROUTINE	MA	RM
10	MA-LOCK	REPAIR/REPLACE LOCK	MA-KEY	2-URGENT	MA	RM
11	MA-LANDSCAPE	LANDSCAPING	MA-LAND SUPPORT	3-ROUTINE	MA	RM
12	MA-PALMS	REQUEST TO PROVIDE POTTED PALMS FOR EVENT	MA-GROUNDS	4-SCHEDULE	MA	RM
13	MA-PESTS	SPRAY/TREAT AREA FOR PESTS	MA-GROUNDS	3-ROUTINE	MA	RM
14	MA-SPRINKLER	SPRINKLER BROKEN	MA-GROUNDS	2-URGENT	MA	RM
15	MA-ELEVATOR	CHECK & REPAIR ELEVATOR	MA-MAINT MECHANIC	1-EMERGENCY	MA	RM
16	MA-GRAFFITI	PAINT OVER GRAFFITI	MA-PAINT	1-EMERGENCY	MA	RM
17	MA-PAINT	PAINT	MA-PAINT	3-ROUTINE	MA	RM
18	MA-DRAIN CLOG	DRAIN IS CLOGGED	MA-PLUMBING	2-URGENT	MA	RM
19	MA-LEAK FAUCET	FAUCET IS LEAKING OR DRIPPING	MA-PLUMBING	2-URGENT	MA	RM
20	MA-SINK LEAK	SINK LEAKING	MA-PLUMBING	2-URGENT	MA	RM
21	MA-TOILET	REPAIR TOILET	MA-PLUMBING	2-URGENT	MA	RM
22	MA-MOVE REQUEST	MOVE REQUEST: PICK UP TABLES, CHAIRS, ETC	MA-TRUCKING	4-SCHEDULE	MA	RM
***	"Leave BLANK"	For all other work not listed above	WCC to determine	WCC ranks		

Currently eFacilities system has ONLY 22 problem codes that will be accepted by system....if your work request DOES NOT FIT ANY OF THE common problems reported. PLEASE LEAVE THE PROBLEM CODE BOX BLANK ...just complete your description box with all details of service requested.

For multiple location request i.e., "repair door on 1st and 2nd floor mauka entry".....DO NOT FILL "Location Box"must list multiple locations in "Description Box".