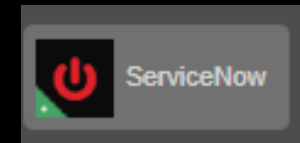


# ServiceNow

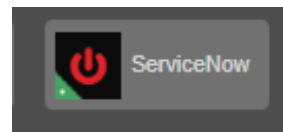
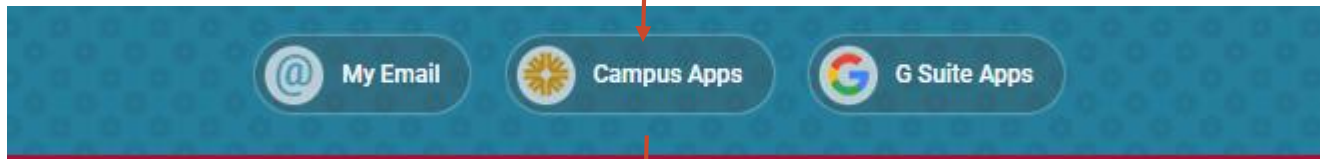
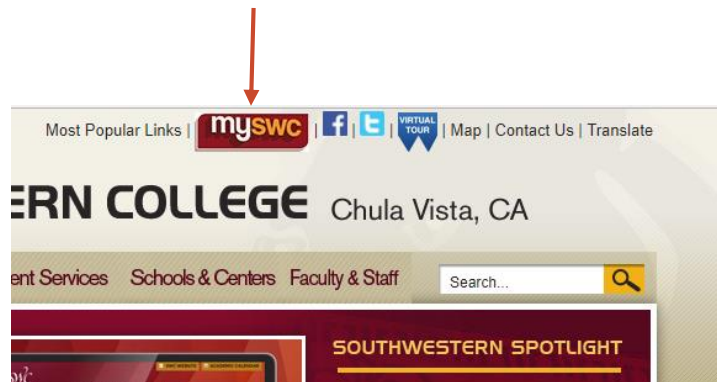
## Quick Check Process



# Beginning the Quick Check Process

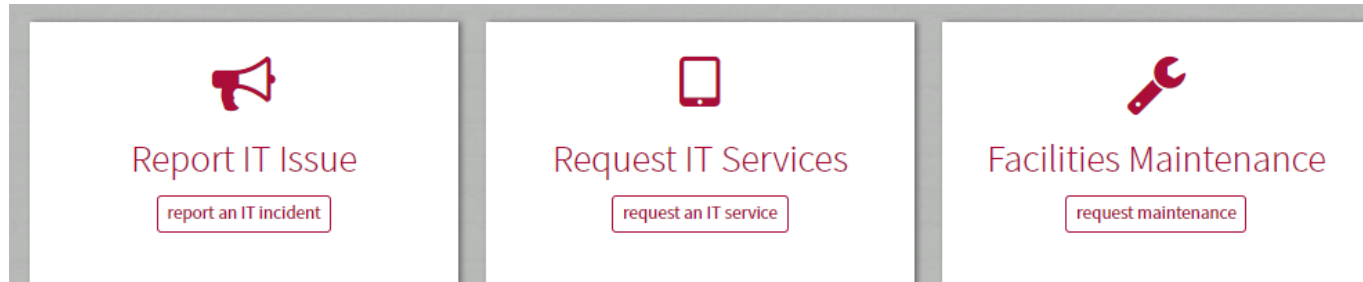
## 1. Go to ServiceNow

<https://www.swccd.edu/>



# Facilities Maintenance

2. Go to the Facilities Maintenance section:



3. Select General Maintenance Request:



# Begin Entering Information

## 4. General Maintenance Request

General Maintenance Request

Opened for

 Aurora Ayala ✕ ▼

\* Short Description

\* Detailed Description

\* Category


-- None -- ▼

Campus

Room

If the room or location is not displayed or selectable, please put additional details in the Description field above

Submit

 Add attachments

## General Maintenance Request

General Maintenance Request

Opened for

 Aurora Ayala ✕ ▼

\* Short Description

Build a dark room inside of 752 for printmaking equipment

\* Detailed Description

Please build a dark room inside of 752 with ventilation, windows are fine. Would like to install two machines inside. Specs are attached.

\* Category

Construction ▼

Campus

 Chula Vista ✕ ▼

Room

 752 Classroom ✕ ▼

If the room or location is not displayed or selectable, please put additional details in the Description field above



Est\_7713\_from\_Atlas\_Screen\_Supply\_9276.pdf (115.1 KB)  
just now



Dark Room.vsd (89 KB)  
3m ago



Submit

 Add attachments