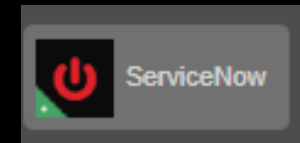# ServiceNow
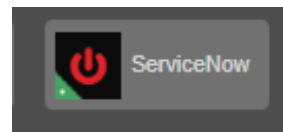
Quick Check Process

Beginning the Quick Check Process

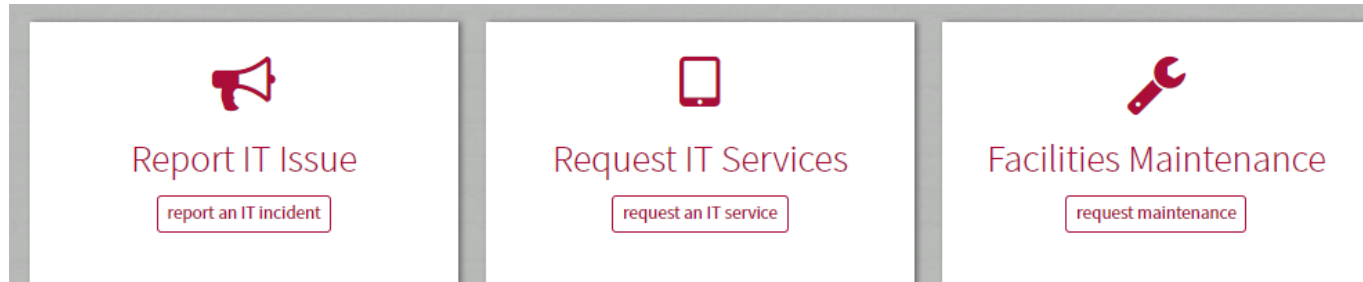1. Go to ServiceNow

    https://www.swccd.edu/
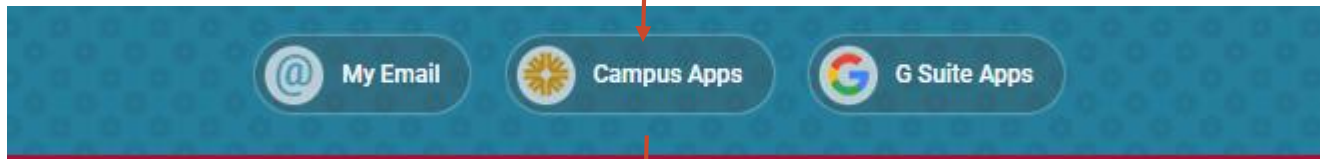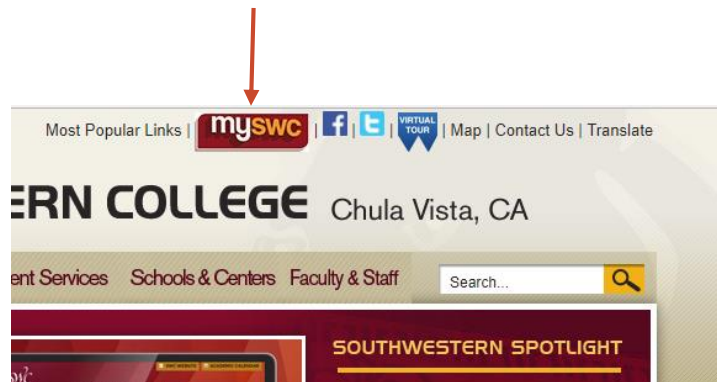
Facilities Maintenance

2. Go to the Facilities Maintenance section:

📢	📱	🔧
Report IT Issue	Request IT Services	Facilities Maintenance
report an IT incident	request an IT service	request maintenance

3. Select General Maintenance Request:

General Maintenance Request
Maintenance: Plumbing issues, roof leaks, door repairs, utility emergencies, etc…

General Custodial Request
Custodial: Light bulb replacement, floor cleaning, spills, dispenser issues, etc…

General Grounds Request
Grounds: Tree and lawn maintenance, irrigation systems, hardscape cleaning support, etc…

Begin Entering Information