

CERRITOS COLLEGE FACILITIES LINK



Username: Falcon


Password: *****

Login


If you have additional questions about any of the information on the Cerritos Facilities Link, or need technical assistance with these pages, please contact the System Administrator phone at (562) 860-2451 extension 2315 or by email at mgaspar@cerritoscollege.edu

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My Requests



Request Work



My Work Orders (1)

My Info My Requests Help Docs

For questions about FacilitiesLink, please contact Mario Gaspar by phone at (562) 860-2451 x2315 or by email at <mgaspar@cerritos.edu>.

MetaBIM, Inc.
5321 Scotts Valley Drive, Suite 105
Scotts Valley, CA 95066
Phone: (831) 316-7647
support@metabim.com

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- When logging in, you'll land on the My Requests page.
- FacilitiesLink users can access My Requests by clicking the Request Work icon.
- To submit a work order request, select Request Work on the My Requests page.
- Fill out all areas with an asterisk and any other areas that apply
- Be sure to press the Submit button before leaving this page.

Submit Work Request

Use this form to request work from Facilities. Describe the work requested and provide the location, including room number if applicable. Enter your contact information. Click Create when finished, or click Cancel to return to the Dashboard page. Required fields are marked with an asterisk.

Location and Request

Name of Building and Room: *

Include suite or room if applicable, or other location (e.g. parking lot).

Describe the Issue or Work Needed: *

Please describe the issue or work being requested (e.g. room too hot, sink clogged, etc.). Help us understand the work being requested using as much detail as is required.

Take an Optional Photo:

Choose File | No file chosen

Customer Information

Your Name: *

Sophia Gaspar

Alternate Contact:

Jane Doe

Phone Number: *

(###) ### -####

Alternate Phone:

(###) ### -####

Email Address: *

mgaspar@cerritos.edu

Alternate Email:

jane.doe@email.com

Name of Department: *

Facilities Mission Statement

The Cerritos College Facilities Department mission is to provide a safe and physically sound campus environment that promotes student success and a quality workplace for our faculty, staff and community.


Submit

Cancel


This is the Work Order Request Form. Then click the submit button

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- **After completing a Work Request, you will receive an email confirming receipt of your request.**
- **The status of a Work Request can also be found on FacilitiesLink.**
- **Choose My Work Requests. You will see a list of your current work request and their status.**
- **Selecting a request will show additional details.**

Request Work

Sophia Gaspar - Work Requests

Today / Yesterday / Past Week

1 Open / 3 Closed / 4 Total


Request	<input type="text"/>	RQ	<input type="text"/>	Location	<input type="text"/>	Date	<input type="text" value="mm/dd/yyyy"/>	Max	<input type="text" value="mm/dd/yyyy"/>
WO Title	<input type="text"/>	WO	<input type="text"/>	Org Unit	Unassigned / Other Area (UNO)	Status	<input type="text"/>		

WO #	Work Order	Workbook	Customer	Status
000-376	The old BE 105 door needs to have a push bar installed. Disabled students are having difficulties coming through the temporary division office door located in the kitchen. Please do not change the kitchen door! The new BE offices need to have new keys and renumbering of the division doors/new offices.	o Locksmith	Sophia Gaspar	In-Progress
	Business Education Temp 105	---	Facilities	Job in Progress
000-375	The kitchen sink is backed up. Please check and repair asap.	o Plumbing	Sophia Gaspar	Completed
	Student Center- Culinary Arts Kitchen	---	---	Completed
000-012	Water leaking into fixture	o Facilities Manager	Sophia Gaspar	Completed
	Santa Barbara Build. - Room 10	---	---	Completed
000-011	Air Conditioning Unit Is Making Noise	o Facilities Manager	Sophia Gaspar	Completed
	Physical Sci/Technology - Room 126	---	---	Completed

Total: 4 Work Orders

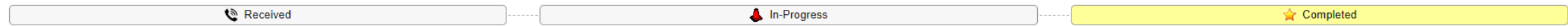
My Work Request Page

WO #000-375 - The kitchen sink is backed up. Please check and repair asap.



Location:	Student Center- Culinary Arts Kitchen	Workbook:	Plumbing	Start Date:	---	
Customer:	Sophia Gaspar , 5608602451	Category:	---	Target Date:	---	
Received:	Web Request	Context:	Customer Request (Planned)	Completed:	---	
Department:	---	Job Owner:	Mario Gaspar	Priority:	Routine	
Billing:	Routine Maintenance	Assigned:	Paul Vernola	Phase:	Completed ★	
Account:	---	Job Type:	Work Order	Status:	Completed	
Job Notes:	The kitchen sink is backed up. Please check and repair asap.					

Dashboard



Status: **Completed**



Contacts

	Name	Dept / Orgn	Email / Phone	Auto-Notifications
 Customer	Sophia Gaspar Administrative Clerk III	Unassigned / Other Area cerritos college	5608602451 mgaspar@cerritos.edu	

Department

Locations			
 Cerritos Campus	---	Region / Zone	(0 Acres)
 Student Center (17)	---	Building	(50 Rooms)

The work order page