

# Building Maintenance

## Service Request Policy

An eQuest must be submitted for every building maintenance, event service, or custodial service need your department may require. Log on to myCSU to access eQuest and submit your request.

[How to create and submit a work order](#)

## Requests During Business Operation

To report maintenance requests or maintenance problems that occur during business hours between 8am to 5pm Monday through Friday, submit an eQuest.

In emergency situations during business hours from 8am to 5pm Monday through Friday, contact Main Campus Plant Operations Office at [706-507-8222](tel:706-507-8222)  
RiverPark Campus Plant Operations Office at [706-507-8222](tel:706-507-8222).

## Requests After Hours of Operation

In the event of an emergency that may arise at River Park Campus after hours, pertaining to building maintenance the following procedure should be followed:

Call CSU Public Safety at [706-568-2022](tel:706-568-2022).

[RiverPark Emergency Standard Operating Procedures](#)

[Emergency Call-in Procedures](#)

[RiverPark Campus Map](#)

## Resources

- [Building Construction Guidelines, Board of Regents](#)
- [Standard Operating Procedures \(SOP\), Building Maintenance](#)
- [Standard Operating Procedures \(SOP\), RiverPark Plant Operations](#)