Support Services Work Requests

In order to improve service and distribute workloads, please adhere to the summary below when requisitioning work from Support Services. We encourage all customers to submit their non-emergency requests via email to the designated contact person(s).

Building Systems & Maintenance
Repair requests for plumbing, electric, heat/air, etc. should be directed to David_Ward@unc.edu, and copy Sheri_Moyer@unc.edu, or Doug_Brockett@unc.edu.

Small Jobs
Requests for picture hanging, furniture moving, surplus removal and key copies, email David_Ward@unc.edu and copy Sheri_Moyer@unc.edu

Projects
Requests for carpentry, painting, new plumbing and electrical work, email Al_Elsenrath@unc.edu

Dental Equipment Repair
Non-emergency dental equipment and research equipment repairs and training for the operation of sterilizers and glassware washers: Robert_Link@unc.edu and Michael_Crowder@unc.edu. Work Request forms will continue to be used in the student labs.

Fleet Vehicles, Mail, Mailboxes, Student Lockers and Linen Service
For questions regarding vehicle reservations, mail service, student lockers and mailboxes, and clinic gowns and lab coats, email Doug_Brockett@unc.edu and copy Sheri_Moyer@unc.edu

Parking
Parking assignments and Commuter Alternative Program (CAP): Sheri_Moyer@unc.edu

Special Events
Tables, trash cans, recycle bins, building and room access: Doug_Brockett@unc.edu and copy David_Ward@unc.edu

Emergencies (Building and Equipment)
Emergencies such as (major air and water leaks, safety and security concerns, dental equipment needing priority repairs, etc.) are to be called in directly. The first responder will address the concern. 919-537-3487

Mail Room Access
The mailroom will open at 7:45AM and will be locked at 5:00PM each evening. US Mail (with a stamp) can be placed in the free-standing blue mail box.