



SW Texas Junior College Homepage

Got a problem? Email us

Maint Request

My Requests

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HELP

Legend

Work Request

SWTJC Work Order Request

Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

Step 1 Please be yourself, click here if you are not Andrea Flores

First Name

Andrea

Last Name

Flores

Email

andrea.flores@swtjc.cc.tx.us

Phone

830-591-7287

Pager

Mobile Phone

Step 2 Location

-- Select Location --

Building

-- Select Building --

Area

-- Select Area --

Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:



Maintenance Help Desk:

Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

- Air Conditioning
- Appliance Repair
- Audio/Visual
- Cabinet Shop
- Cafeteria
- Capital Project
- Carpentry
- Carpet Cleaning
- Ceiling Tile
- Concrete
- Construction
- Custodial
- Electrical
- Elevators
- Event Setup
- General Maintenance
- Glass\Window Repairs
- Grounds
- Heating/Ventilation /Air Conditioning
- Lighting (Indoor)
- Lighting (Outdoor)
- Mechanical
- Miscellaneous
- Painting
- Parking Lot Striping
- Pest Control
- Plumbing
- Refrigeration
- Telephone Service
- Welding

Maintenance Emergency

Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
Jesus J. Martinez Sr	830-591-7234

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Purpose



Step 7 Attachment

[Attach New File](#) (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 8 Submittal Password

[Forgot Password?](#)

Step 9

NOTE: You will receive the following notifications.
 You will be notified receipt of your request.
 You will be notified if this request is completed.
 You will be notified if this request is declined.
 You will be notified if this request is marked as voided.
 You will be notified when this request has been closed.

Legend



Required Information

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