

Welcome to the LAC + USC Facility Management Request System.

Repair Request

- A request to repair an existing item, fixture, equipment, etc. The service request is not intended for modifying, changing, or creating additions in any facility.

Modification Request

- An alteration request to modify, change, or create space, equipment, systems, fixtures, etc. Modification requests may range from small alterations (Ex. Relocate electrical receptacle) to larger requests (Ex. Bathroom addition). **Requests may require OSHPD and/or DPW approval.**

Key Request

- A request to issue keys and/or access cards to employees. All request require SEC member approval before keys/access cards can be issued to employees.

***Please Note:**

If this is an emergency or a patient medical gas request, please call (323) 226-6444. Calls placed after hours or on weekends, please follow phone prompts to talk to a PBX Operator.