

Sustainability & Environmental Management Service Request Guide for:


- Pickup/Disposal of Electronics
- Pickup/Disposal of Furniture
- Pickup/Disposal of Light Bulbs and/or Other Miscellaneous Items
- Recycle or Shred Bin Replacements
- Other Environmental Health & Safety Requests

How to Submit a Sustainability or Environmental Management Service Requests:

1. Navigate to the Service Request Form: <https://www.uml.edu/facilities/service-requests/form/>
2. Scroll down the page and click the blue “Submit an Online Service Request” button. A new tab will open with the CAMIS work order portal.

Home > Facilities Management

Service Request Form

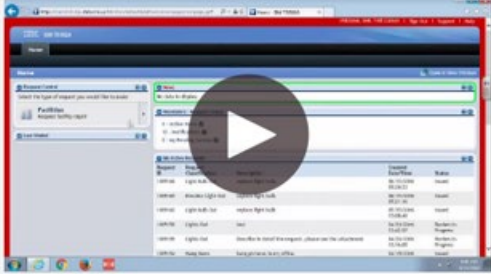


UMass Lowell uses a self-service request system called CAMIS-Tririga to process and review work orders in a timely and efficient manner.

Learn more about using the CAMIS-Tririga system by reviewing our [job-aids](#) and [video tutorials](#).

URGENT SERVICE REQUESTS

For Urgent Service Requests (e.g. no power, water leaks, roof leaks, no heat) call the Facilities Management Service Center at 978-934-2601.



Non-Urgent Service Requests

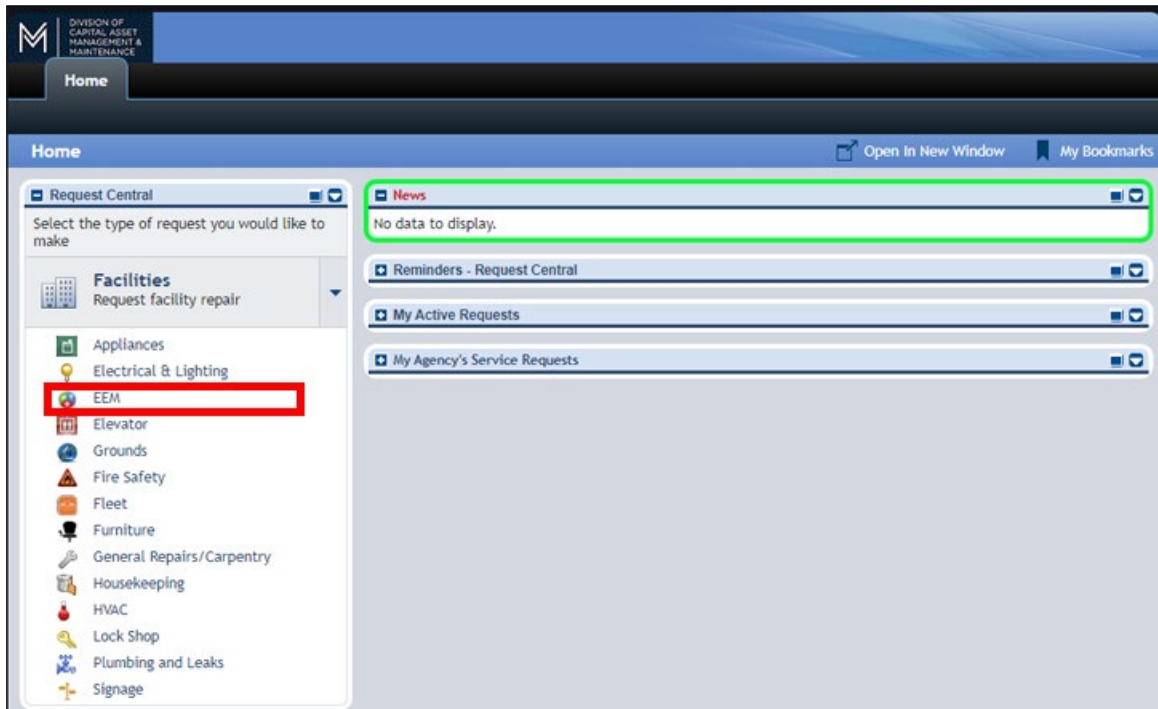
For Non-urgent Service Requests please submit an [online Service Request](#).

If you aren't sure what is an urgent request and what is a non-urgent request, review this [table of services](#).

Online Service Request Form

[Submit An Online Service Request](#)

3. A new tab will open in your browser. Enter your UML credentials to be logged into the CAMIS work order portal.
4. Within the "Request Central" panel, select the "EEM" category to be directed to the request form for Emergency & Environmental Management.



- Complete the form, please be sure to include any relevant details in the request description such as
 - Location details, Timeframe/urgency for a request, If a location requires specific access,
 - Best time to coordinate service (if applicable)

(Instruction): To submit an EHS request, complete the form below then click Submit.

Request is for Me Someone Else

Request Details Select From Floor Plan

For urgent requests, please contact Facilities Management Service Center at 4-2601 or at facilities@uml.edu .
 To request a key(s), please return to the Facilities Management homepage to access the Key Request Form and follow instructions.
 Please do not submit a request through this system for keys.

* Building: B20 Broadway
 Floor:
 Room:
 * Organization: University of Massachusetts at Lowell

Service Request

Name	Description	Additional Instructions (SAM)
<input type="radio"/> EHS Others	Others	
<input type="radio"/> Pickup/Dispose of Electronics	Pickup/Dispose of Electronics	
<input type="radio"/> Pickup/Dispose of Furniture	Pickup/Dispose of Furniture	
<input type="radio"/> Pickup/dispose of light bulbs and/or other miscellaneous items	Pickup/dispose of light bulbs and/or other miscellaneous items	
<input type="radio"/> Recycle bin replacements	Recycle bin replacements	

Describe Your Request

Other Locations Find | Remove

Assets Find | Remove

Related Documents Find | Remove | Upload

Document Name	Document Description	Document Number	Document Type	Capital Project #	Document Status	Revision	Revision Date	File Name
No data to display								

Create Draft Submit X

- Upload attachments as needed within the “Related Documents” field. A new window will pop up to include attachment.

Object Attachment Upload

Document Management

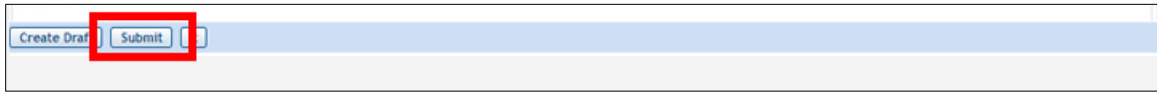
- CAMIS OPTIMIZATION TEAM (3)

Upload Multiple Files Single Upload

Number	Type	File Name	Size
Drop Files Here			

Select Multiple Files for Upload Clear Submit

6. Submit completed form



7. When we receive your submitted request, we will add it to our schedule and will contact you for any necessary scheduling or clarification. Our student team or vendor will then carry out the task.
8. When the task is completed, you will receive a notification that the service request is closed out.