

# Facilities, Planning, and Repairs

The main role of the Faculty Facilities Planning Advisory Committee (FFPAC) is to help improve the teaching facilities at the university. Our work includes communications regarding maintenance issues (see below) and planning for new facilities. If you have questions or suggestions about facilities, feel free to contact a committee member. The membership list is on the faculty governance website (<http://www.gvsu.edu/facultygov/>) under Governance Committees.

## REPORTING NEEDED REPAIRS

Report any IT or facilities repair problem in spaces including classrooms, labs, offices, and other public areas. Choose any of the following ways to report repairs:

1. For repair or maintenance requests for **classroom, lab, and office spaces**, requests can be submitted at <https://www.gvsu.edu/facilitieservices/allendale/maintenance-and-energy-32.htm> from any computer logged into the GVSU network.
2. For repair requests or issues with **computer/projector systems**, requests are submitted at <https://services.gvsu.edu/TDClient/60/Portal/Home/>. You will first need to log-in with your GVSU network ID. A help desk ticket may then be submitted by selecting "Create a HelpDesk Ticket".
3. On the desktop of every classroom or lab instructor's computer is a Report Classroom Problem item labeled FIX IT. Double-click on it and select **IT Problems** or **Maintenance Problems**. If you have questions, you may email your Faculty Facilities Planning Advisory Committee representative.
4. Type report classroom issues into the search box on GVSU's home page and you will be taken to the same place the fix-it button takes you in a classroom. Again, you can report any type of problem here, not just classroom/lab problems. If you leave your contact information you'll be emailed about the progress or resolution of the problem.

*Note: This system is designed to submit IT and facilities repairs for classroom, labs, offices, and public spaces. For larger improvements or alterations to these spaces or issues with room organization and arrangement, please contact your unit head to request existing facilities changes through your college and Dean's office.*