



24/7 FlexHub Maintenance Request

Overview: This form can be used by 24/7 FlexHub customers to request non-emergency maintenance or service.

Call 9-1-1 for emergencies (fire, threat to health and safety, etc.). 24/7 FlexHub address: 166 Service Road, Room 140 Angell Building, East Lansing, MI 48824.

Urgent issues (no heat, pipe burst, gate malfunction, etc.) or technician access issues can be directed to Infrastructure Planning and Facilities at (517) 353-1760. Basic maintenance (lightbulb burned out, floor needs cleaned, etc.) will be addressed by UPL Warehouse Services staff during business hours.

Customer information

Name: _____ Date: _____

MSU email address: _____ Phone: _____

Unit: _____ Dept: _____

Maintenance request

Location: ☐ Interior ☐ Exterior ☐ Gate ☐ Overhead Door ☐ Other: _____

Issue type: ☐ Safety/security ☐ Access ☐ Other: _____

IPF Notified: ☐ Yes (work order #: _____) ☐ No

Detailed description: _____

UPL staff only

Received by (initials): _____

Date completed: _____

Notes: _____
