I HAVE QUESTION OR REQUEST FOR THE 24/7 FLEXHUB

Is this an emergency?

- *Yes* → Call 9-1-1.
- *No* → **Do you need door access?**

Do you need door access?

- *Yes* → Coordinate with your supervisor.
- *No* → **Is there a maintenance issue?**

Is there a maintenance issue?

- *Yes* → Call IPF at (517) 353-1760 for urgent issues. Non-urgent issues should be recorded via a Maintenance Request form.
- *No* → **Do you want to add or change available items?**

Do you want to add or change available items?

- *Yes* → **Is this for stock items?**
- *No* → **Is it within UPL business hours?** *M-F, 7 a.m. - 4 p.m.*

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- *Yes* → Use the landline or walkie-talkie to contact UPL.
- *No* → Email stores@msu.edu or submit a form.

Is this for stock items?

- *Yes* → Seek approval from your supervisor and submit a Stock Product Request form.
- *No* → **Is this for a project?**

Is this for a project?

- *Yes* → Coordinate with supervisor for MSU IT resources.
- *No* → Complete a non-stock item request form.

MICHIGAN STATE UNIVERSITY

If you have any questions, please contact UPL Warehouse Services at (517) 884-6199 or stores@msu.edu.