

Facilities Management

Hayes-Healy Lower Level

Phone: (415) 422-6464 Fax: (415) 752-0888

Monday - Friday, 8:00 a.m. - 4:30 p.m.

Facilities Management is a service-oriented department responsible for maintaining University grounds and buildings. To report routine non-emergency maintenance issues, students, faculty, and staff may place a work order by going online to our FAMIS work order system. Click on the FAMIS logo on the USFConnect homepage upper left hand corner in the Facilities Management box and then again on the following page. Sign into the system with your USFConnect username and password and just follow the easy prompts and categories to place your work order. If you have any problems logging in or placing your work order through the system, please call the front desk at 422-6464. Work orders for emergencies such as fire alarms, plumbing clogs, leaks or floods should always be called in to the front desk at 422-6464 to have immediate service and attention. For key requests or lock changes, a written work order must be submitted with the appropriate signature. Please contact the front desk for any questions.