Facilities Request Workflow Chart

IS THIS A REQUEST FOR FACILITIES SERVICES?

Examples:
- Temperature, lights, leaks
- Janitorial services
- Moving assistance
- Pest control
- Locks and doors

NO →

CONTACT THE APPROPRIATE CAMPUS DEPARTMENT

Security
604.323.5270

IT
604.323.5999

Receiving
604.323.5312 or
604.323.5502

YES ↓

Note the following details:
- Building/room number(s)
- Possible safety hazards
- Specifics of situation

IS THIS AN EMERGENCY?

Examples:
- **People stuck in elevator**
- **Flood**
- **Strong smell of gas**
- **Power outage**
- **Broken glass**

NO →

URGENT REQUESTS (WITHIN 2 HOURS)
Dial "0" or call 604.323.5511 for switchboard

NON-URGENT
Facilities Requests
Submit a Request at langara.ca/facilities-request
Your request will be directed to the appropriate facilities person.

Report an incident or safety concern
Email: safety@langara.ca
Your request will be directed to the appropriate person.

YES ↓

24 HRS
Contact Security
at 604.562.1011

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