

# Work Orders

The Physical Plant is responsible for the repair and maintenance of buildings, grounds, and utility services. Through in-house or contract repair, the Physical Plant is the contact for facility and utility repair on the Lee College campus.

Important: Persons requesting modification of offices, labs, classes, etc., must complete an Equipment & Alterations Checklist and fax it to the Maintenance Department at 281.425.6833 before issuing work orders.

## Making a work order request online

If you are a Lee College employee please submit a work order using the link in the Maintenance section of the employee portal. If this is an emergency, please call 281.425.6490.

■

[Live Chat](#)

[FIND A CAREER](#)

[My Next Move](#)