

## SPCEET Technician Requests Job Aid

Lab Technician Requests can be made through the online Work Order Forms found here:  
<https://engineering.kennesaw.edu/about/technicians.php>

This would be for anything pertaining to equipment (machinery, lab equipment) within the building.

There are different forms for different actions:

- Repair Request
- Preventative Maintenance
- Setup Request
- Fabrication Request
- Instructional Support
- Special Request
- Request for Quote

Requests that would not go through the online Work Order Forms:

- Missing chairs from classroom/lab

To check on the status of a Work Order you have already submitted, or to request work when the forms are not working:

- Email Mike Rogers directly, you can copy the technician so they have a heads up, do **not** copy Dr. Coates on these emails.