

AIM vs Infrastructure Work Orders Job Aid

AIM Work Orders are for any fixing, maintenance, or replacement of items as part of the building infrastructure. This is anything that already exists in the building and not something you are planning on adding to the building. Examples of AIM Work order Items are below:

Vehicle Maintenance	Lighting Issue
Vehicle Reservation	Grounds/landscape request
Golf Cart/Other Vehicle	HVAC Request
Small Motor/equipment	Too Cold
Cleaning Request	Too Hot
Broken Window	Pest control Services
Carpentry Request	Plumbing Request
Ceiling Tile Replacement	Water Leak
EHS Services/Investigation	Packing Box/tape
Used Batteries Pick Up	Furniture Move
Used Light Bulb Pick Up	Surplus
Alarm Sounding	Water Fountain
Electrical Request	Faucet/Sink
Elevator Issue	Toilet/Urinal
Power outage	

Other examples would be moving boxes, furniture, or painting walls, which are typical with Faculty Moves.

You or your faculty can enter AIM work requests directly here: