
CAES Facility and Business Equipment Repair Information

- Maintenance or repair of business equipment
 - For repair of copiers, fax machines, printer, etc., contact one of the CAES business center administrators. They will make arrangements for repair of the equipment.

- Infrastructure maintenance requests
 - For urgent maintenance or repair requests (e.g., toilet overflowing or broken) call Ray Hart, Maintenance and Operations supervisor at 282-7968 or 282-7823.
 - Special maintenance requests that are not urgent (e.g., light burned out, chair needs repair) but are not part of routine maintenance should be submitted via the ISU work order form ([Work Order Form](#)). Response time for these requests is usually 24 to 48 hours.

- Building repair emergencies
 - The ISU Maintenance staff is on campus from 7:30 a.m. until 5:00 p.m. Monday through Friday. **If you encounter a building repair emergency during these hours, call 282-7968 or 282-7823 to report it.**
 - **If you encounter a building repair emergency before or after our regular business hours or on the weekend, call the ISU Public Safety Department at 282-2515.** Public Safety will contact the Maintenance staff person on call at that time.