

Maintenance Link: [http://149.157.1.216/FacNet\\_NUIM/log\\_a\\_call\\_popup\\_self\\_service.asp](http://149.157.1.216/FacNet_NUIM/log_a_call_popup_self_service.asp)

When you go to the link, you will see the log a call window:

Please note you don't have to "log-in" to report a maintenance issue just click on the Spanner



**1: Select your Complex- Courtyard, River, Rye or Village from the drop down menu. Once you have selected the appropriate area a list of buildings will appear**

**1: Select your Building Name i.e. Alder, Avoca, Hargadon etc.**

Log a Call - Microsoft Edge  
149.157.1.216/FacNet\_NUIM/log\_a\_call\_popup\_self\_service.asp

## Maynooth University FM System

Log a Call

To log a job with maintenance, please complete the details below. Only the following email addresses are accepted: @nuim.ie @mumail.ie @spcm.ie @maths.nuim.ie @cs.nuim.ie @eeng.nuim.ie @thpys.nuim.ie @may.ie @mu.ie @spsmail.ie. When completing the location field include your Apt/Room number. For apartment jobs select the Building/Block with chevrons (i.e. RIVER APARTMENTS >>>).

\* Building/Block: COURTYARD APARTMENTS >>>      \* Hall/Block: CEDAR HALL

\* Problem: Select a Problem

\* Location: \_\_\_\_\_

\* Description: \_\_\_\_\_

\* Name: \_\_\_\_\_

\* Phone: \_\_\_\_\_

\* Email: \_\_\_\_\_

I agree to a visit from Maintenance within the next three days between the hours of 10:00 and 18:00

Yes please go ahead  
 Please contact me to arrange

\* Required value

**2: Select your problem e.g. plumbing, heating.**

**3: Give the location of the problem- i.e. Apartments and room Number- Call without this information cannot be attended.**

Fill in the rest of the fields- please remember to include your name, contact number and that you must use your MU or SPCM email.

Only log one item at a time- each problem requires a separate maintenance request

**To submit your request for maintenance, Click on Log the call**