



The Lincoln University Office of Residence Life

## Maintenance Request



SOMETHING IN YOUR ROOM NEED REPAIR???

STEP 1: Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com)

STEP 2: Type in school code 547190272

STEP 3: Enter your Lincoln email address

STEP 4: Sign up for a free account

STEP 5: Click “maintenance request” tab

STEP 6: Select location of issue

STEP 7: Click the problem type

STEP 8: Describe in detail the problem

STEP 9: Write the time you are free

STEP 10: Submittal Password is [lions](#)

STEP 11: (optional): attach picture of problem

**\*PLEASE NOTE THAT REQUESTS ARE HANDLED IN THE ORDER  
THEY ARE RECEIVED\***

If response time is longer than three days, please follow up with an RA unless it is an emergency. Ask an RA if you have questions about the form.

