



MAILBOX EDITION

FACILITIES LINK DASHBOARD

We are excited to announce a new feature in Facilities Link — the "[Facilities Service Catalog](#)". The Facilities Services Catalog enables you to select the necessary service depending on your need. For Maintenance Requests and Building Services Requests, you will be directed to a smartsheet form to create a work order request. You will be able to check the status of this request. Some program requests will directly connect with the appropriate program manager.

The Facilities Services Catalog makes it easier to access the services you need, saves valuable time, and keeps you updated on how and when your request is fulfilled. To help us continually improve our services, please [provide us with your feedback](#) at any opportunity.

FACILITIES SERVICE CATALOG SAMPLES:

- [Report a Broken Light](#)
- [Create a Security Request](#)
- [Create a Custodial Request](#)
- [Event/Meeting Room Request](#)
- [Create an Elevator Incident Report](#)
- [Check Status](#)



Personal heaters are prohibited



The typical personal space heater is costly to run and uses 12 amps of electricity. When space heaters are used, they overload the electrical system and will also place our energy use out of compliance. Their use is also against the Oregon Fire Code and the NEC. Please do not use personal space heaters in the office.

SEASONAL TEMPERATURE CHANGES

As we enter Fall, the temperatures in office buildings fluctuate to catch up with the seasonal shift. The HVAC systems should adjust accordingly, so please be patient during this time. OMF Facilities follows LEED standards, which means that OMF managed buildings are heated and cooled between **70°F - 75°F**. If you are having trouble with heating or cooling in your building, whether it be leased or owned and managed by OMF Facilities, please let us know by filling out the [Maintenance Request Intake Form](#).