Instructions for Submitting Work Orders

These instructions describe how to submit work orders for a variety of issues residents might encounter in Lawrence. Residents might wish to issue a work order to fix an appliance in their apartment, to deal with an insect infestation, to fix a broken light in the parking lot, and more. Residents are encouraged to submit work orders for issues they observe in public spaces (i.e. broken outdoor lights) as facilities will often not see these issues.

1. Head to: https://facilities.princeton.edu/services/request-service.

2. On the webpage, click “Basic Work Order.”

3. Log in if you have a Princeton ID. If you do not have a Princeton ID, click “Don’t have a Princeton ID?”
4. Once you have logged in, click “Submit a work order request (non-urgent).”

5. Fill out the work order form and click submit at the bottom of the page.

You have now completed your work order submission! You should be able to check the status of your work order through the same website. Alternatively, you can call 609-258-8000 to submit your work order over the phone.