



## Administrative Services

[Cañada Home](#) / [Administrative Services](#)

Welcome

Business Office

Cashiers Services

Grants Development and Management

**Facilities**

Facilities Rental

Safety

District Vehicle Use

Shipping and Receiving

Payroll Services

Forms

Reports and Presentations

Resources

Trainings

Meet the Staff

Contact Us

## Facilities

### Work Order

For all non-emergency tasks, submit your Facilities maintenance request below.

[Facilities Request](#)

### Emergencies

For any of the emergencies listed below, please call Facilities at [\(650\) 306 3276](#)

- Strong gas odor
- Major water leaks
- Overflowing toilet
- Unable to secure exterior doors
- Too hot/cold in temperature-controlled lab
- Problems with cold boxes
- Damaged or missing Stop signs on campus
- Burning electrical odor
- Strange equipment noises
- Spills
- Stains/drops of body fluid such as blood, urine, excreta
- Broken glass
- Beeping alarms
- Hazardous materials
- Major obstructions in main entrance ways e.g. falling trees and or other obstructions

### Other Requests

#### Key Request

**Need Key(s)?** Please fill out the Key request form below. Key(s) will be available for pickup at the Cañada College Public Safety Office. Valid photo ID must be presented prior to key(s) release.

[Key Request Form](#)

#### Facility Project Request Form

For projects or jobs that will take a prolonged period of time, please download the Project Request form below.

[Facility Project Request form](#)

BACK TO TOP

[Academic Calendar](#)  
[Canvas](#)  
[Catalog / Schedule](#)  
[Financial Aid Eligibility](#)  
[Library / Bookstore](#)  
[Student Email](#)  
[WebSchedule / WebSmart](#)

[Clery Act](#)  
[Emergency Information](#)  
[Privacy Policy](#)  
[Report Concerning Behavior \(CARES Report\)](#)  
[Sexual Harassment \(Title IX\)](#)  
[Website Accessibility](#)

[Accreditation](#)  
[A-Z Site Index](#)  
[Campus Map](#)  
[Consumer Information](#)  
[Employee Directory](#)  
[Search](#)  
[Student Outcomes](#)

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