Facilities, Planning, and Repairs

The main role of the *Faculty Facilities Planning Advisory Committee* (FFPAC) is to help improve the teaching facilities at the University. Our work includes communications regarding maintenance issues and planning for new facilities.

If you have questions or suggestions about facilities, feel free to contact a committee member. The membership list (roster) is on the faculty governance website under Governance Committees ([FFPAC Roster 2021-2022](#)).

Reporting Needed Repairs

Report any IT or facilities repair problem in spaces including classrooms, labs, offices, and other public areas. Choose any of the following ways to report repairs:

1) For repair or maintenance requests for classroom, lab, and office spaces, [work orders](#) can be submitted from any computer logged into the GVSU network.

2) For repair requests or issues with computer and projector systems, faculty are encouraged to submit [IT classroom tickets](#).

3) On the desktop of every classroom or lab instructor's computer is a Report Classroom Problem item labeled "Fix It." Double-click on it and select *IT Problems* or *Maintenance Problems.* If you have questions, you may email your FFPAC representative.

4) Type *report classroom issues* into the search box on GVSU's home page and you will be taken to the same place the "fix-it" button takes you in a classroom. Again, you can report any type of problem here, not just classroom or lab problems. If you leave your contact information, you will be emailed about the progress or resolution of the problem.

Note: This system is designed to submit IT and facilities repairs for classroom, labs, offices, and public spaces. For larger improvements or alterations to these spaces or issues with room organization and arrangement, please contact your unit head to request existing facilities changes through your college and Dean's office.