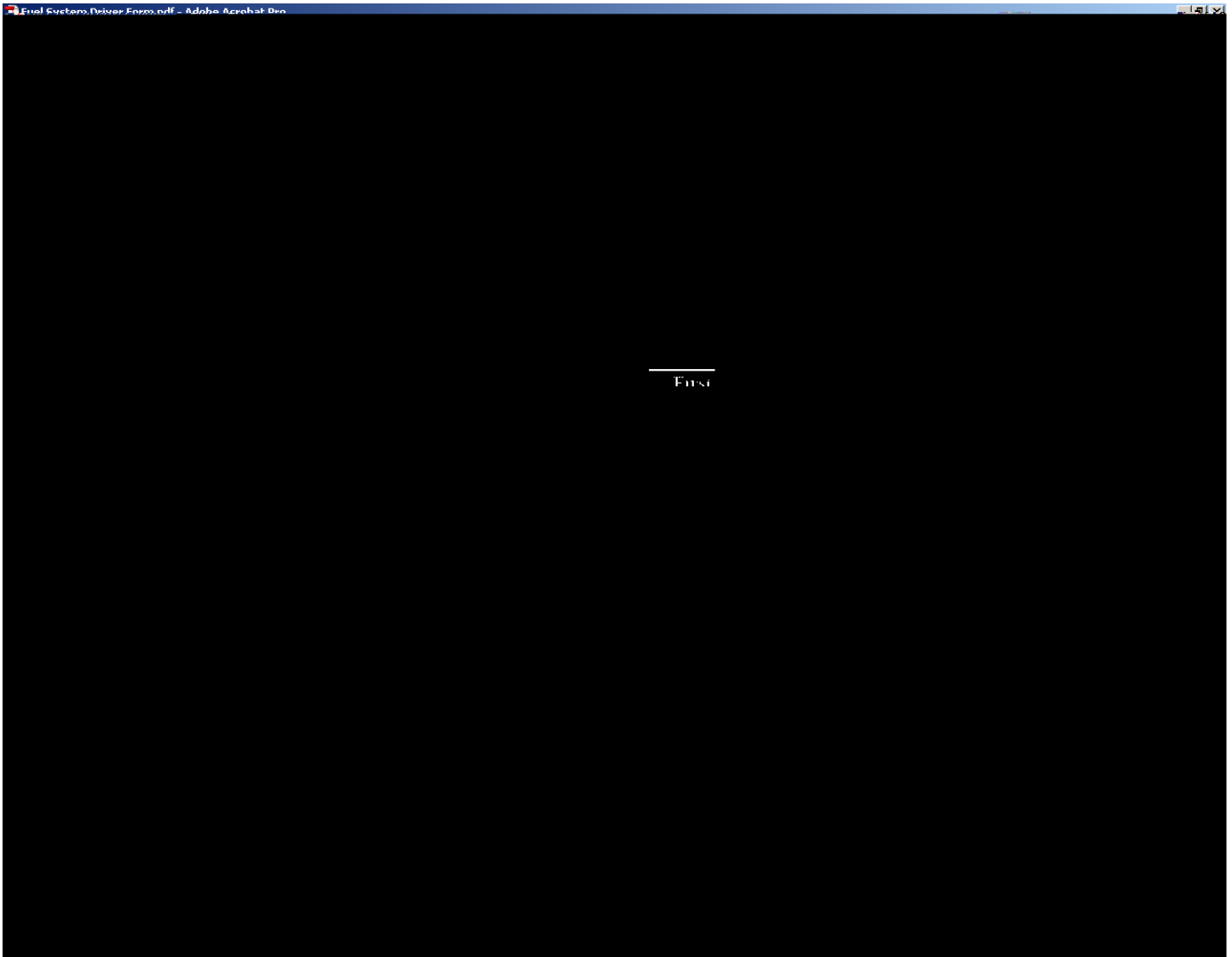


1. Fill out form.



2. Click on button 'Submit Form to Buildings and Grounds'.

Submitting the form will generate an email message to the Buildings and Grounds Department.

3. After clicking on the button 'Submit Form to Buildings and Grounds', the following window will appear, prompting to select the email client that you use. For most of us, we use a Desktop Email Application (i.e. Microsoft Outlook).