



何鴻燊東亞書院
COLÉGIO DA ÁSIA ORIENTAL STANLEY HO
STANLEY HO EAST ASIA COLLEGE

Maintenance Requisition Procedure (CMMS)

To place a maintenance requisition, you may choose any of the following channels:

1. Login to Computerised Maintenance Management System (CMMS)

<https://cmms.um.edu.mo/helpdesk/login.aspx>

- a) Please login with your UM account;
 - b) You will need to fill in some basic contact information during the first time of login;
 - c) When making the maintenance requisition, fill in the location and works description as detailed as possible, attach photos if needed;
 - d) For the part of maintenance appointment, always reserve a time when you, your roommate or your delegate (if applicable) is present in the room. Authorization to security is not allowed.
2. Besides using the CMMS, you may call Campus Management Hotline at 8822 8700 to place a maintenance requisition.