Library Students Common Area Maintenance Request Guidelines.

To ensure a comfortable and well-maintained environment for all students, we encourage you to report any issues, make suggestions, or share improvement ideas for the Library Common Area.

How to Submit a Request:

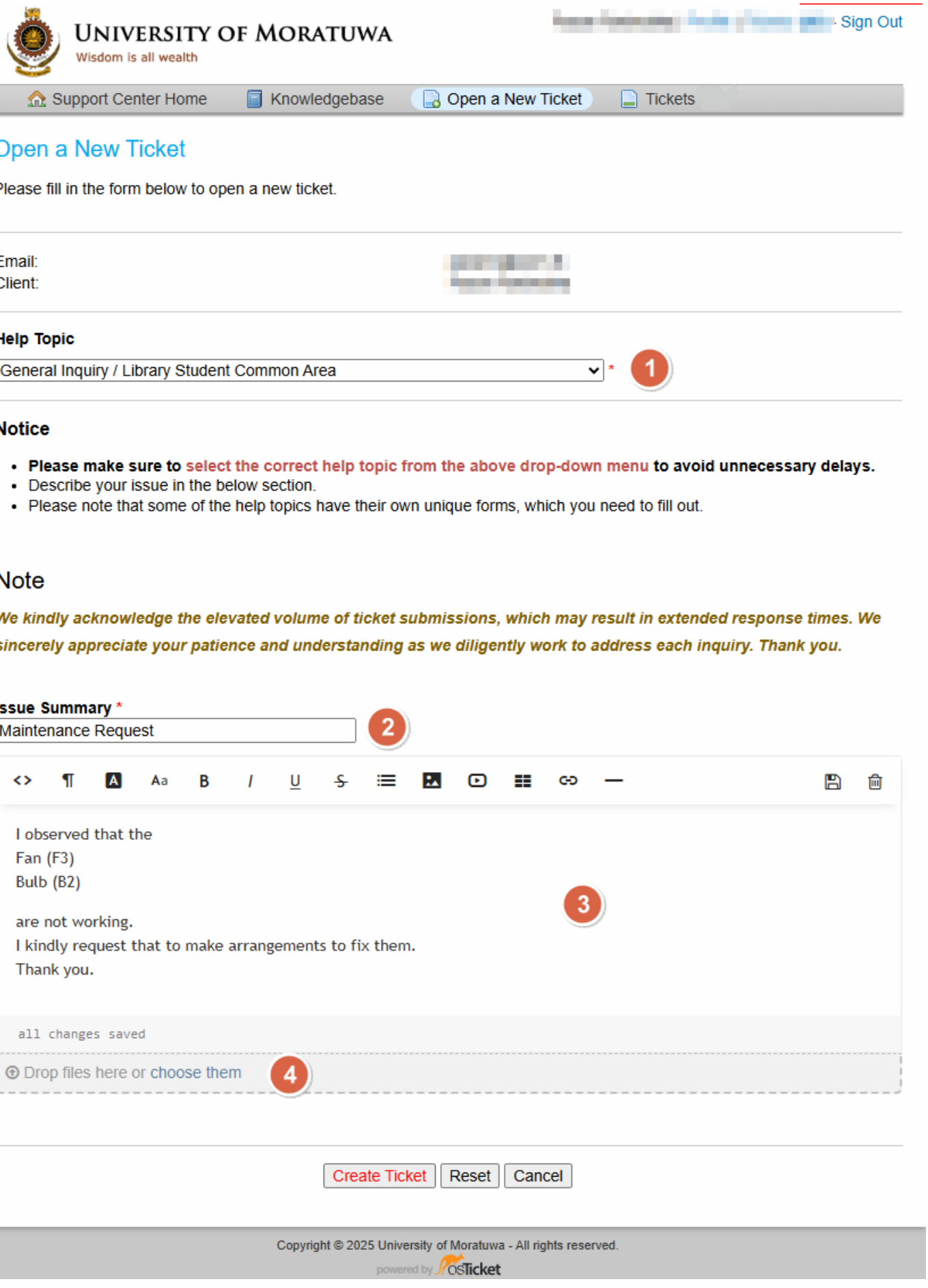
All **maintenance requests**, **suggestions**, and **improvement proposals** must be submitted via the University Helpdesk:

https://helpdesk.uom.lk/

Steps to follow:

1. **Log in** to the Helpdesk using your university credentials.
2. Select the help topic:
   “General Inquiry / Library / Common Area”
3. In the **Issue Summary**, clearly specify the nature of your request:
   - *Maintenance Request*
   - *Suggestion*
   - *Improvement Idea*
4. In the **Details** section:
   - For **maintenance requests**, provide a clear description of the issue and any relevant observations.
   - Include the **asset number(s)** involved, if applicable.
   - Uploading a **photo** of the issue is highly encouraged to help us respond more efficiently.

Your input helps us maintain a better study environment for everyone. Thank you for your cooperation!



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