Facilities Management System

QWare

How to Submit a Maintenance Service Request
Log in using your QWare credentials

https://quecentre2.cnyric.org/ocmboces/Login.aspx?action=login

Note: All Administrative Council members should have login credentials. If you do not have your own credentials, please notify Andrea Facciponte, afacciponte@ocmboces.org, so that we can set you up with your own personal account.
Step 1: Make sure to select “Maintenance” for Service Area

Step 2: Select the campus and specify the area within that campus the request is for

Step 3: Please include a detailed description of the issue.

Note:
- Please include as much detailed information as possible
- Once your request is submitted you should get a confirmation email from QueCentre, along with all future communications for the specified work order

Click Update to submit
Additional Notes:
- If an employee needs a badge and a key please submit two separate work orders (Badges should be placed under the Employee ID/Access Badge service area).

For any questions or concerns please contact:

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