CSUM WORK ORDER GUIDE

Find the Work Order Page

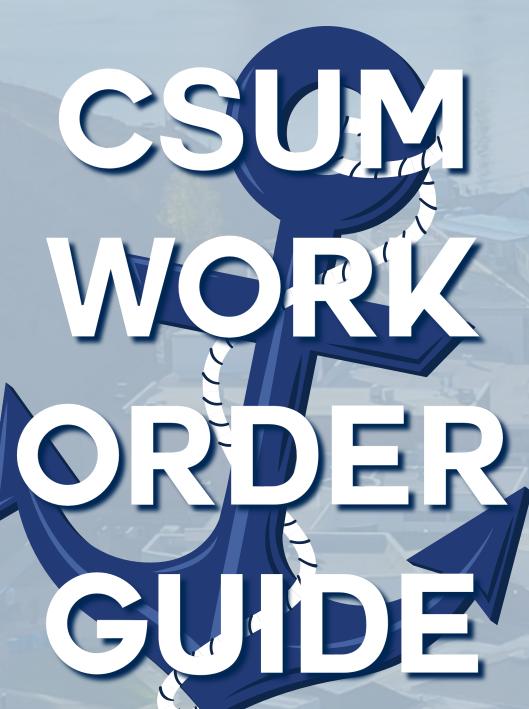The FacilitiesLink page is located on the CSUM intranet under Facilities Service Request link. Alternatively, you can use the QR code to the right.

Log Into MetaBIM

MetaBIM is the work order database for Cal Maritime. Like all other digital logins, you will need to use your CSUM account information.

Create Account

Login using Single Sign-On, then apply for an account. Once you have applied, verify your and activate your CSUM account through MetaBIM.

Submit Work Orders

Once your account has been created, you can click on the "Request Work" link to submit work orders for your room and building.

Follow-Up if Necessary

All work orders will receive a confirmation email. In general, work orders will take 48-72 hours to be addressed. If not addressed, please forward your confirmation email to your RLC for follow-up.