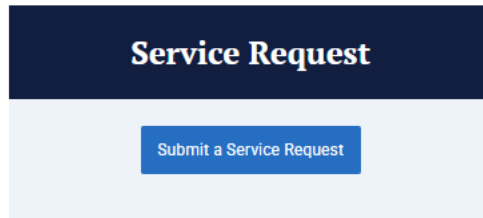


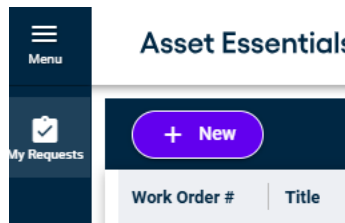
Submitting Work Orders

Work orders for Material Movement are submitted online through the [Facilities Management Work Order System](#)

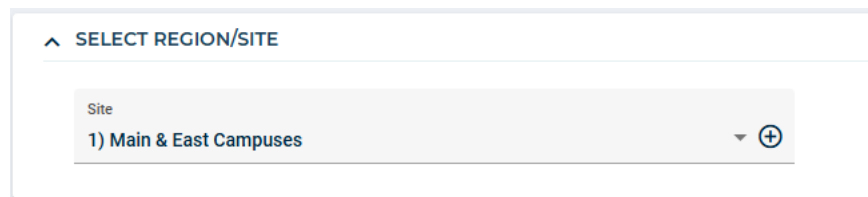
1. Once you have clicked on the link you will select “Submit a Service Request”



2. Then you will select “+ New”



3. Next you will need to select the site location from the drop-down menu.



4. You will need to select your exact location using the dropdown menu. You can either search for your location or look through the list on the left of the box.

^ REQUEST LOCATION

Location*

Click to Select...

+

Area/Room Number

Enter Area or Room Number...

Add Location

Select Site...

1) Main & East Campuses

Expand All

> 001 - Residential Commons 001

> 002 - Residential Commons 002

> 003 - Residential Commons 003

> 004 - Residential Commons 004

> 005 - Reber-Thomas Dining Center

> 010 - Residential Commons 002

> 016 - Hill Dorm Pump House

> 017 - Residence Hall 017

> 018 - Residence Hall 018

> 019 - Residence Hall 019

> 020 - Residence Hall 020

> 021 - Residence Hall 021

Name	Location Status	Assigned To
001 - Residential Commons 001	Occupied	—
002 - Residential Commons 002	Occupied	—
003 - Residential Commons 003	Occupied	—
004 - Residential Commons 004	Occupied	—
005 - Reber-Thomas Dining Center	Occupied	—
017 - Residence Hall 017	Occupied	—
018 - Residence Hall 018	Occupied	—
019 - Residence Hall 019	Occupied	—

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Cancel

5. Fill out the “Work Requested” with a few words describing your needs and select the “Material Movement” icon box.

^ REQUEST DETAIL

Please select the best Work Category that applies to your request.

Work Requested*

Enter Work Requested...

Work Category*

ADA/ODAS	Air Quality (Indoor)	Air Temperature Control	Appliances, Commercial (Sodexo Facilities)	Appliances, Residential (Dorm & Office)	Bed Adjustments, Dorm Furniture Repair - Res Life
Custodial	Doors, Keys, Locks, Badge Readers	Electrical & Lighting	Elevators	Event Support	General Building Maintenance
Grounds	Material Movement	Pest Control	Plumbing	Project (New Work Renovations)	Real Estate/Rental Properties

6. You will need to attach your manifest

^ UPLOAD DOCUMENT/IMAGE

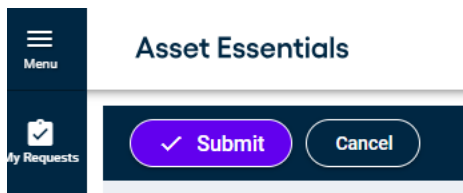
Documents/Images

Add attachment

OR

Drag and Drop File Here

7. Once completed and ready to send this work order select “✓ Submit”



8. This will be what appears on the screen once you’ve submitted your work order

Work Order #	Title	WO Status	Source Asset	Source Location	Originated	Originator First Name	Originator Last Name
WO0000008920	Moving items to be stored	New Request - Needs ...	—	1001	07/16/2025 07:38:00 PM	Danielle	Litchford