



How To Submit a Work Order

Department of Plant and Operations

Welcome! To begin, please enter your email address below.

A. Log in with your email address

Email Address

B. Creating a Work Order – The screenshot, below, shows the entry screen for new work

Work Request

Welcome
To submit your request complete the following form.

Step 1 Please be yourself, click [here](#) if you are not Chris Scoggins

First Name **Last Name** **Email**

Phone **Pager** **Mobile Phone**

Step 2 **Location**

-- Select Location --

Area

Yes, remember my area entries for my next new request entry.

Area/Room Number

ROOM #

Step 3 **Select Problem Type:**

Maintenance Help Desk **Click on the icon that helps identify your problem**

Click here for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

Carpentry	Custodial	Delivery	Doors and Hardware
Electrical	Equipment	Event Setup	Fire Protection
Grounds	Heating/Ventilation /Air Conditioning	Key and Lock	Kitchen Equipment
Lighting	Moving	Painting	Pest Control
Playground	Plumbing	Roof	Vehicle Maintenance

Maintenance Emergency
 Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
No contacts listed.	

Step 4 **Please describe your problem or request.**

Type a description of the problem or request. Also, please type "Reported by:" and your name, so that if Maintenance needs additional info they can know who reported the problem.

Step 5 **Time Available for Maintenance**

Step 6 **Requested Completion Date**

(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)

Step 7 **Attachment**
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 8 **Submittal Password**

[Forgot Password?](#)

Step