

Energy Services: Self-Identified Work Requests for Planned Work Orders

Electrical Distribution and Utilities Distribution will use the online Facilities Management Customer Portal to submit corrective work orders requests into AiM. Work Control will process these requests into work orders where supervisor can then plan and assign work orders.

1. Open Customer Request Form: <https://workordertest.okstate.edu/Customer/Request>
 - a. Enter Contact name, phone, email, Division and Department.
 - b. Enter Location of the service, a utilities tile.
 - c. Enter Problem keyword: **self** and then select the internal problem code for your department.
 - d. Enter a description of the work request. Include which system this pertains to, so that Work Control can process the appropriate work order.
 - e. Review for accuracy. Click: **Submit Request**
2. Once submitted, the user will receive a confirmation email.

Facilities Management Customer Portal

Customer Lookup **Work Request** Administration Logout

Customer Work Request

Please fill out the following form to submit a work request to the Facilities Management Work Control. For Emergencies, please call (405) 744-7154.

<p>a. Contact Information</p> <p>Contact Name * <input type="text" value="Steve Cookerly"/></p> <p>Contact Phone <input type="text" value="(123) 456-7891"/></p> <p>Contact Email * <input type="text" value="steve.cookerly@okstate.edu"/></p> <p>Select Division * <input type="text" value="AA - GENERAL UNIVERS()"/></p> <p>Select Department * <input type="text" value="D0593 - ELECTRICAL DIS()"/></p>	<p>b. Location Information</p> <p>Select Region * <input type="text" value="OSU-STILLWATER"/></p> <p>Select Area * <input type="text" value="UTILITIES"/></p> <p>Select Building * <input type="text" value="346"/></p> <p>Select Floor <input type="text"/></p> <p>Select Room <input type="text"/></p>
<p>c. Request Information</p> <p>Select Problem * <input type="text" value="INTERNAL: PM REQUEST - UT"/></p> <p>Desired Date <input type="text" value="yyyy-mm-dd"/></p> <p>Do you have alternate funding? <input type="text" value="No"/></p> <p>Alternate Funding <input type="text"/></p> <p><small>Select this option if you are requesting a billable service and it will be funded with a different account than Facilities Management has on file for your department.</small></p>	<p>d. Request Description</p> <p>Please check Feeder 123 on tile 346. Something isn't right.</p>

Submit Request