

SUBMITTING A WORK REQUEST

(Request Service under Service Requests on Employee Home Page or Request Service button on the Building Operations Console)

Submit Work Request

Requestor

Requested By* GARLAND, KEVIN A. - 153642

Requestor Phone 865 974-4009

Requested For [Note 1](#)

Location

Same as Requested By [#1](#)

Same as Requested For [Note 1](#)

Location* KNOX 50128000 01 119 [#2](#)

Building is required. Enter floor and room number to help us process your request faster.

Describe the location [#2](#)

Enter the location specifically enough that maintenance can find it, such as "Problem is on back wall, below window".

Billing (for chargeable work)

College ID* 70172
Facilities Services

Fund ID* E010116
FS Comm & Info Svcs

Equipment

Equipment Code

You can enter the Equipment Code if you know it.

Warranty Vendor

Warranty Expiration Date

Request

Type of Request* [#3](#)

Request Detail* [#4](#)

The more precisely you specify your request, the better we can route it to people who can help.

Description

Description* [#5](#)

Workflow
No Steps Required
Request will be dispatched to ZONE MAINT - ZONE 3 (WAGGONER)

[#6](#)

SUBMITTING A WORK REQUEST (CONTINUED)

1. Click “Same as Requestor”.
 - Note 1: If requesting a work order for someone else (meaning that you are entering a work request for them), select a “Requested For” name from the pick list.
Additionally, you must select “Same as Requested For”.
2. Use the “map” button to select the location of work to be done.
 - Note 2: Enter known information into the given fields to quickly find your location.
3. Select “Type of Request”.
4. Select “Request Detail”.
5. Enter a detailed description of work to be done.
6. Click “Submit”.