

 FACILITIES MANAGEMENT DIVISION

Jon Swindler
Dept 164

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Emergency?
Maintenance related situations like broken water pipe, leaking faucet / toilet, storm damage, etc.

Call Facilities Management Division at (706)542-7456
7:30 AM - 5:00 PM
Weekdays

Situations requiring police, fire or ambulance / EMS
Call UGA Police at (706) 542-2200

Create A New Work Request

Work Request

Estimate / Project Initiation

Access Control

Pole Banner Signs

Please see the F&A policy entitled [Performing Work in University of Georgia Facilities](#) for instructions on the type and scope of work that can be performed in facilities owned by the University of Georgia.

CLICK

For Emergencies

Next Page

[Start Over](#)

Building / Location Information

MAIN ART BUILDING - 1694

Building / Location: (if you don't know/have a building, choose Unknown and put a description in the details section and/or upload a picture)
Location : EAST CAMPUS

Room Number(s): S151 - LARGE LECTURE ROOM

Room Use : NON-ACADEMIC OFFICE

Room Type : Classroom

Contact Information

Contact Name: Your Name

Contact Phone: 706-542-XXXX

Contact Email: your_email@uga.edu

Alternate Contact Name:

Alternate Contact Phone:

Alternate Contact Email:

Work Request Information

Brief Description: (200 characters)
ex. Two light bulbs are burned out
ex. The walls in this room need painted

Additional Details if Needed: (3500 characters or less)
Please be as specific as possible in describing your request.
ex. The bulbs are located near the front of the classroom by the podium
ex. It's been 4 years since this room was painted

When can this work be performed?
Normal Hours (8:00 AM - 5:00 PM)

Image/Document Files: (Less than 30 MB)
Choose File No file chosen
Clear All Files

Billing Information

If you have a chartstring or is this request is routine maintenance on a RI building, please choose Internal Customer.

Internal Customer

Must be a UGA account number (i.e. not athletic, foundation, etc.) If you have questions about what account number to use, please see our [Funding Policy](#) or call the Work Request Center 706-542-7456 or email [WorkRequest](#)

This is a routine building maintenance request.

[Submit](#)

Select one of the following:

- > Main Art Building - 1694
- > Thomas Street Art Complex - 2606, 2600 or 2691
- > Interior Design Studios - 0767
- > Drawing & Painting Studios - 0768

Enter Room No.

Enter your contact info

Provide Brief Description

Provide Additional Details (if necessary)

Add Photos (if necessary)

Select "Internal Customer"

Select "Routine Maintenance"

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