Step 1: visit: https://www.fmd.uga.edu/ click “Submit Work Order”

Step 2: Select “Work Request”

Step 3: Select “Main Art Building - 1694” and fill in room number(s)

Step 4: Fill in contact information

Step 5: Provide a description of the problem. *You can attach photos if necessary.

Step 6: Select “Routine Maintenance” DO NOT input any account #’s. Click “Next” then click “Submit” on the following page

*You will receive an email confirming FMD has received your work order with a WO#.
*You will receive a follow-up email once the work order is complete.

*Work requests are submitted by faculty/staff for Routine Maintenance only, which are performed by FMD at no cost. Do not input an account #. If you do, expenses incurred will be charged to the area or to that individual.

*Routine Maintenance is defined as required/urgent maintenance or repair to the building, including:
- Electrical System (incl. lighting)
- Plumbing Issues
- HVAC system
- Wall Painting (every 3 years)

*For requests requiring an Account # or for Technical/Studio support please email: doddstudiosupport@uga.edu