

Step 1:  
visit: <https://www.fmd.uga.edu/>  
click "Submit Work Order"

Step 2:  
Select "Work Request"

The screenshot shows the homepage of the Facilities Management Division. At the top is the logo and name. Below is a navigation menu with links: Jon Swindler Dept 164, Log out, View My Requests, Add New Request, Policies & More Information. A sidebar on the left contains an 'Emergency?' section with a list of maintenance-related issues (broken water pipe, leaking faucet, etc.) and a 'Call Facilities Management' section with contact details (706)542-7456, 7:30 AM - 5:00 PM Weekdays. Another section lists 'Situations requiring police, fire or ambulance / EMS' and 'Call UGA Police at (706)'. The main content area is titled 'Create A New Work Request' and has a sidebar with links: Work Request (selected), Estimate / Project Initiation, Access Control, and Pole Banner Signs. The main content area has a heading 'For additional information, see F&A policy entitled Performing Work in University of Georgia Facilities at: <http://policies.uga.edu/f&a/policies/view/1314/Performing-Work-in-University-of-Georgia-Facilities>

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

This screenshot shows the 'Create A New Work Request' form at Step 1: Building Info. The form has a sidebar with the same navigation links as the homepage. The main content area has a heading 'Create A New Work Request' and a sub-heading 'Start Over'. Below this are links for Step 1: Building Info (selected), Step 2: Contact Info, Step 3: Details, Step 4: Billing, and Step 5: Finalizing. The 'Building / Location Information' section has a dropdown menu for 'Building / Location' with 'MAIN ART BUILDING - 1694' selected. Below this is a text input field for 'Room Number(s)' with the value '1600 and 5000'. A 'Next' button is at the bottom right.

Step 4 :  
Fill in contact information

This screenshot shows the 'Create A New Work Request' form at Step 2: Contact Info. The form has a sidebar with the same navigation links. The main content area has a heading 'Create A New Work Request' and a sub-heading 'Start Over'. Below this are links for Step 1: Building Info, Step 2: Contact Info (selected), Step 3: Details, Step 4: Billing, and Step 5: Finalizing. The 'Contact Information' section has fields for 'Contact Name' (You Name), 'Contact Phone' (706-542-XXX), 'Contact Email' (youremail@uga.edu), 'Alternate Contact Name', 'Alternate Contact Phone', and 'Alternate Contact Email'. A 'Next' button is at the bottom right.

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

This screenshot shows the 'Create A New Work Request' form at Step 3: Details. The form has a sidebar with the same navigation links. The main content area has a heading 'Create A New Work Request' and a sub-heading 'Start Over'. Below this are links for Step 1: Building Info, Step 2: Contact Info, Step 3: Details (selected), Step 4: Billing, and Step 5: Finalizing. The 'Work Request Information' section has a 'Brief Description' field with the text 'The lights are flickering and a sink is clogged.' and a 'When can this work be performed?' field with the value 'Normal Hours (8:00 AM - 5:00 PM)'. There is also a 'Image, Document Files' section with a 'Choose File' button and a 'Clear All Files' button.

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

This screenshot shows the 'Create A New Work Request' form at Step 4: Billing. The form has a sidebar with the same navigation links. The main content area has a heading 'Create A New Work Request' and a sub-heading 'Start Over'. Below this are links for Step 1: Building Info, Step 2: Contact Info, Step 3: Details, Step 4: Billing (selected), and Step 5: Finalizing. The 'Billing Information' section has a heading 'Billing Information' and a sub-heading 'Account:'. Below this is a text input field for 'Account' with the value '1694'. A 'Next' button is at the bottom right.

\*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 the 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](mailto:doddstudiosupport@uga.edu)