Step 1:

visit: https://www.fmd.uga.edu/ click "Submit Work Order"

Step 2:

Weekdays

fire or ambulance / EMS

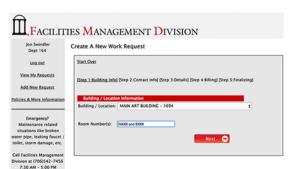
Call UGA Police at (706)

Weekdays

Select "Work Request"



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



Step 4: Fill in contact information

Start.Over		
[Step 1:Building Info] [Step 2:Contact Info] [Step 3:Detail	lls] [Step 4:8illing] [Step 5:Finalizing]
Contact Informatio	n	
Contact Name:	You Name	
Contact Phone:	706-542-XXX	
Contact Email:	youremail@uga.edu	
Alternate Contact Nan	ne:	
Alternate Contact Pho	ne:	
Alternate Contact Emi	alt	

at (706)

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

indler 164	Create A New Work Reques	t
ast	Start Over	
lequests	(Step 1:Building Info) (Step 2:Cont	tact Info] (Step 3:Details) (Step 4:Billing) (Step 5:Finalizing)
Request		
e_Information	Work Request Information	
ancy? ce related like broken iking faucet / famage, etc.	Brief Description: (200 characters or less)	The lights are flickering and a sink is clogged.
Management 6)542-7456 5:00 PM Jays	Additional Details if Needed: Please be as specific as possible in describing your request. (3500 characters or less)	Only the lights in the front of the room are affected. The sink in the corner is clogged.
uiring police, ance / EMS ice at (706) 2200	When can this work be performed?	Normal Hours (8:00 AM - 5:00 PM) g
	Image/Document Files: (Less than 30 M8)	Choose File No file chosen Clear All Files

Step 6:

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

page

ILITIES MANAGEMENT DIVISION

	Start Over
	[Step 1:Building Info! [Step 2:Contact Info! [Step 3:Details] [Step 4:Billing! [Step 5:Finalizing]
	productional produ
ion	Billing Information
	Account: This is a routine building maintenance request.
	Must be a UCA account number (i.e. not athletic, foundation, etc.)
	If you have questions about what account number to use, please see our Funding Policy
1/	Next 📀
	Next 8

*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