NEED TO SUBMIT A WORK REQUEST?

UGA’s Campus Staff Orientation to Facilities Management Division Work Request Website.

Work Request Website: workrequest.fmd.uga.edu
Your Primary contact for Maintenance & Renovation of UGA’s Classrooms, Labs, Office and Grounds.

How to reach us:
https://workrequest.fmd.uga.edu

Email: fmdwork@uga.edu

(706) 542-7456

WRC Hours of Operation:
(M-F) 7:30 a.m. – 5:00 p.m.

M-F After 5pm/Weekends/Holidays:
Call UGA Police at (706-542-2200)
Using the browser of your choice please enter workrequest.fmd.uga.edu into your search browser.

This should direct you to our Work Request Center Website.

Please click on the RED “Report Issue” button.

*Note: You may request copies of facility keys using this button as well.
Please log-in using UGA’s Single Sign-On Service.

- Please enter your MyId in the username field.
- Please enter your password.
- Next click the Login button.
Once you log-in you should see the following form. Please complete the sections listed.

Tell us more:

- Where is this issue located?
- Is there a room number associated with the area?
- Points of contacts.
- Give a brief description. (200 characters limit max)
**TELL US YOUR ISSUE**

Tell us more:

- Any additional details that we need to be aware of?
- When can this work be performed?
- Please submit any images or documents that relates to the issue at hand.
- Are you an Internal Customer or External Customer?

*Note: Please see our Funding Policy to determine your customer type.*
Facilities Management Division Funding Responsibility

The Facilities Management Division General Fund is used for maintenance and general upkeep of existing non-auxiliary facilities. This includes cleaning and maintenance of academic buildings, campus grounds keeping and landscaping, facility operation, exterior campus lighting and all utility distribution systems except telephone and data. Physical Plant generates steam and chilled water and manages campus utility usage (electric, gas, water and sewer). Also provided are Construction project management, Engineering services, Energy management and Equipment monitoring.

Department Funding Responsibility:
All other services are funded through charge-back to departmental accounts, based on hourly labor rates, for non-academic facility maintenance and other services.

- Departmental Equipment (installation, modification, replacement or maintenance of furnishings and equipment which purpose is to serve a specific office, research or program activity or to meet special environments or unique departmental requirements. Examples are: office furnishings and partitions, computers and peripherals, electronic classroom technology, and research lab equipment such as autoclaves, freezers, cage washers, dish washers, ice machines, dust collection systems, lab chillers, lab air compressors, exhaust hoods, lab benches and fixtures, built-in or free-standing walk-in environmental chambers, nitrogen generators, specialized electronic equipment…).

- Renovation (architectural, mechanical and electrical systems, associated abatement, new environmental systems, key and lock changes, special signs and special equipment and technology..)

- Moving and Setups (Moving departmental furnishings and equipment, event setup)

Billing Information:
- Please see our Funding Policy.
- If you have any questions please contact our Work Request Center at (706)542-7456 or email us at fmdwork@uga.edu
Department Funding Responsibility:

- Special Services (Excess refuse removal, special custodial services, special events support services, after-hours call-out for non-maintenance request.)

- Other services in support of program revenue funded operations (Auxiliaries)

Entities other than Resident Instruction:

All Facilities services and utilities provided outside of resident instruction will be charged or billed to those entities requesting services. Other entities include, but are not limited to the following: Auxiliary Enterprises (Housing, Bookstore, Vending, Food Services, Parking and Transportation, Student Health Services, etc.), Athletic Association, Fraternities and Sororities and Contractors. Users of utilities will be charged for any maintenance or repairs to supply lines from the point of meter location, or, if not metered, from the point of the divergence from the trunk line. These are general guidelines. There may be some variation for individual facilities. Please contact our Work Request Center at 706-542-7456 for questions or comments.

Billing Information:

- Please see our Funding Policy.

- If you have any questions please contact our Work Request Center at (706)542-7456 or email us at fmdwork@uga.edu
Internal Customer

Please be sure to submit your Speed Type or Chart-string before submitting your work request.

External Customers

Please select your Organization before submitting your request.
If this is a routine maintenance request please select the check box.

Once you have check the box below please click the **SUBMIT** button.

If you have any further questions or concerns please feel free to chat with us. Using this icon in bottom right hand corner of your screen.

You can also reach us at (706)542-7456 or email us at fmdwork@uga.edu