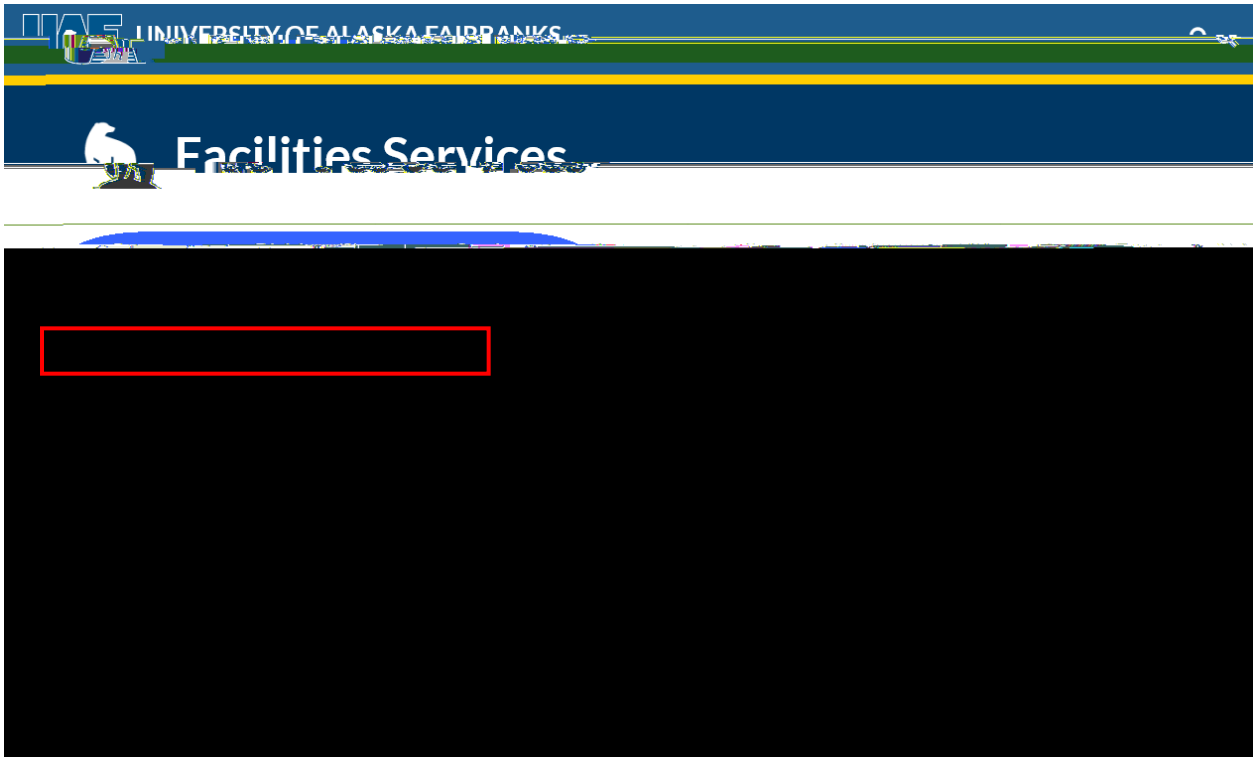
Entering an EWORF

Go to the Facilities Services website: www.uaf.edu/fs

Click on Requests in the upper left column

Once Expanded click on Electronic Work Order Request Form (EWORF)



Enter your User ID and Password and click Login

Complete the form the best you can
All fields with a red asterisk are required
Enter the billing information. If you are unsure of the billing leave blank
Ensure the work request section is completed
Select the building in which the work is needed from the drop down list . The buildings are listed in alphab2 Tc 0 9r3u0.0.0hhBk

UAF
Facilities

You must answer yes or no to the question of description of work
The bottom field is a free form field for you to describe the problem that needs to be fixed

Describe in as much detail as you can about the issue in the field. This will provide Facilities

You will receive a confirmation that your EWORF has been successfully completed along with a summary of your request

You will received two emails after your EWORF has been entered
The first email is verification that your request was received by Facilities Services Customer Service
The second email will be a confirmation email that will contain the work order number for your request