



## Entering an EWORF

Go to the Facilities Services website: [www.uaf.edu/fs](http://www.uaf.edu/fs)

Click on Requests in the left column

A screenshot of the UAF Facilities Services website. The browser address bar shows 'www.uaf.edu/fs/'. The website header includes the UAF logo and 'Facilities Services'. A navigation menu at the top lists various services like 'UAF Administrative Services', 'UAF', 'UA', and 'UAF Directory'. The main content area features a large image of solar panels and a 'Facilities Services 907.474.7000' banner. On the left, a vertical menu lists various services, with 'Requests' highlighted by a red box. The main content area includes a 'What we do' section, 'Facilities Matters' with links to updates, and a 'Quick Links' section with a list of resources. A search bar is located at the bottom left of the page.



Once Expanded click on Electronic Work Order Request Form (EWORF) in the left column

A screenshot of the UAF Facilities Services website. The browser address bar shows 'www.uaf.edu/fs/requests/'. The page header includes the UAF logo and 'Facilities Services' with a search bar. A navigation menu at the top lists 'UAF Administrative Services', 'UAF', 'UA', and 'UAF Directory'. The main content area features a large banner with 'Facilities Services' and the phone number '907.474.7000'. Below the banner, a 'Home &gt; Requests' breadcrumb is visible. On the left side, a vertical menu lists various services, with 'Electronic Work Order Request Form (EWORF)' highlighted by a red rectangular box. The main content area is titled 'Requests' and contains three columns of information: 'Electronic Work Order Request Form (EWORF)' with a brief description and links to 'Customer Service Center', 'Services A-Z', and 'Work Order Lookup'; 'Facility Modification Requests' with a description and links to 'FAQ's' and 'Flow Plan'; and 'Vehicle Rentals' with a description and a list of rental options including 'Short Term Rentals' (Hourly, Daily, Weekly) and 'Long Term 6-month and annual' with various vehicle styles (Sedans, Mini Vans, Small SUVs, Large Vans, Trucks, Large SUVs, Flatbed). The footer of the page reads 'Edward Robinson - 16 August 2012, Thursday 09:01'.



Enter your User ID and Password and click Login

A screenshot of a web browser displaying the UAF Electronic Work Order Request Form (EWORF) login page. The browser's address bar shows 'facilities.alaska.edu/ua/eworf/login.cfm'. The page features logos for UAA, UAF, and UAS at the top. The main heading is 'Electronic Work Order Request Form (EWORF)'. Below this, there is a section titled 'Submit an EWORF' which contains a login form. The form has two input fields: 'User ID:' with the text 'jdoe' and 'Password:' with a masked password '\*\*\*\*\*'. A 'Login' button is positioned below the password field. Below the login form, there are links for 'Forgotten Username / Password?', 'Create New Account', and 'Update Account'. At the bottom of the page, there is contact information: 'Mailing: P.O. Box 757380, Fairbanks, AK 99775 - 7380', 'Physical: 803 Alumni Drive, Fairbanks, AK', 'Office: (907) 474.7000 Fax: (907) 474.2481', and a copyright notice: 'Copyright © 2004, University of Alaska Fairbanks Facilities Services, all rights reserved.'



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 alphabetical by building name

**Electronic Work Order Request Form (EWORF)**  
**Emergency? Call 911**  
Please contact the Customer Service Center at 474-7000 for additional information or assistance. Thank you!

\* = Required Fields

**Contact Information:**

Your Name: John Doe  
Who to contact: \* John Doe  
Contact Phone: \* 5551234 (nnn-xxxx)  
Contact FAX: \* 5551235 (nnn-xxxx)  
Email address for Request Verification: \* jdoe@alaksa.edu (Use your FULL email address!)  
Email address for Work Order Confirmation: \* jdoe@alaksa.edu (Use your FULL email address. Do NOT use "Same" for this field.)  
Department Name: Facilities Services  
UAF P.O. Box: [ ]

**Billing Information:** (Not required for building repairs.)  
Fund: [ ] (6 digits. Fund will default if left blank.) \* Org: 50006 (5 digits)  
Fund Expiry: [ ] dd/mm/yyyy (If the above is a Fund 3 number, you must enter an expiry date.)

**Work Request Information:**

Vehicle Rental?  Yes (Check if this is a vehicle rental)

Requestor Name: \* John Doe (25 char.)  
Requestor Phone: \* 5551234 (nnn-xxxx)  
Requestor FAX: 5551235 (nnn-xxxx)

Building No. and Building: FL188--PETERSBURG INDIAN ASSOCIATION OFF SPACE  
FL123--PETERSBURG SPRAGUE  
FS811--PETROLEUM LABS (ATCO UNIT)  
KU102--PHASE 1 BUILDING  
FS803--PHYSICAL PLANT  
(Select the building where the work is to be done.)

Room #: [ ]  
Area: [ ]  
Classroom/Teaching Lab?  Yes (Check box only if the room is a Classroom or a Lab)  
Occupied Residence?  Yes



Scroll down and complete the form to the best of your knowledge

UAF P.O. Box:

**Billing Information:** *(Not required for building repairs.)*

Fund  (6 digits. Fund will default if left blank.) \* Org  50006 (5 digits)

Fund Expiry:  dd/mm/yyyy (If the above is a Fund 3 number, you **must** enter an expiry date.)

**Work Request Information:**

Vehicle Rental?  Yes *(Check if this is a vehicle rental)*

Requestor Name: \*  John Doe (25 char.)

Requestor Phone: \*  5551234 (nnn-nnn)

Requestor FAX:  5551235 (nnn-nnn)

Building No. and Building:  FL188--PETERSBURG INDIAN ASSOCIATION OFF SPACE  
FL123--PETERSBURG SPRAGUE  
FS811--PETROLEUM LABS (ATCO UNIT)  
KU102--PHASE 1 BUILDING  
FS803--PHYSICAL PLANT  
*(Select the building where the work is to be done.)*

Room #:

Area:

Classroom/Teaching Lab?  Yes *(Check box only if the room is a Classroom or a Lab)*

Occupied Residence?  Yes

**NEW!** Require / involve power, data, or phone connections?  Yes

**Space Change / Facility Modification:**

Check here if there is a change in the size, shape, access, use, or assignment of this space, or if you are requesting installation of any equipment.  Yes  
[Click for more UAF Fac Mod Information](#)  
*(This will become a "Facility Modification" request if the change box is checked "YES".)*

**Events:**

For UAF events:

- Fill in and submit the required [UAF Events Request Form](#).
- Complete the 'Description of Work' section below and submit this form.

**Description of Work:**

\*Will you be:

Yes

No

- Changing purpose of the space? (e.g. office to lab, conf. room to computer lab, etc.)
- Moving or adding built-in features? (walls, doors, windows, etc.)
- Installing new built-in equipment? (electrical, plumbing, lab equipment, etc.)



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

The screenshot shows a web browser window displaying the 'UAF Facilities Services' work order request form. The browser's address bar shows the URL 'facilities.alaska.edu/ua/eworf/Internal/Secure/WorkOrder/eworf.cfm'. The form includes several sections: 'Building' (a dropdown menu with options like 'FL100-PETERSBURG INDIAN ASSOCIATION OFF SPACE', 'FL123-PETERSBURG SPRAGUE', 'FS811-PETROLEUM LABS (ATCO UNIT)', 'KU102-PHASE 1 BUILDING', and 'FS803-PHYSICAL PLANT'), 'Room #:', 'Area:' (with 'Upstairs breakroom' selected), 'Classroom/Teaching Lab?' (checkbox Yes), 'Occupied Residence?' (checkbox Yes), and 'Require / involve power, data, or phone connections?' (checkbox Yes). Below these is the 'Space Change / Facility Modification:' section with a 'Yes' checkbox and a link to 'UAF Fac Mod Information'. The 'Events:' section provides instructions for UAF events. The 'Description of Work:' section is highlighted with a red box and contains a question: '\* Will you be: Yes No' followed by three bullet points: 'Changing purpose of the space?', 'Moving or adding built-in features?', and 'Installing new built-in equipment?'. Below this is a large text area for the description, with instructions to 'Complete the Description of Work section below and submit this form' and a warning: 'Do Not enter any security or key codes in your description.' At the bottom of the form are two buttons: 'Clear Form, Start Over' and 'Enter Work Order Request', and a note: 'If you have additional supporting documents, please email them to eworf@fs.uaf.edu'.



Describe in as much detail as you can about the issue in the field. This will provide Facilities Services with the information needed to work on the issue. If information is missing or needed, you will be contacted for further information.

When finished click Enter Work Order Request

The screenshot shows a web browser window displaying the 'Enter Work Order Request' form. The browser's address bar shows the URL: `facilities.alaska.edu/ua/eworf/Internal/Secure/WorkOrder/eworf.cfm`. The form includes several sections:

- Building:** A dropdown menu with options: FL100--PETERSBURG INDIAN ASSOCIATION OFF SPACE, FL123--PETERSBURG SPRAGUE, FS811--PETROLEUM LABS (ATCO UNIT), KU102--PHASE 1 BUILDING, and FS803--PHYSICAL PLANT. A note below reads: "(Select the building where the work is to be done.)"
- Room #:** An empty text input field.
- Area:** A dropdown menu with the selected option "Upstairs breakroom".
- Classroom/Teaching Lab?**  Yes (Check box only if the room is a Classroom or a Lab)
- Occupied Residence?**  Yes
- NEW! Require / involve power, data, or phone connections?**  Yes

**Space Change / Facility Modification:**

Check here if there is a change in the size, shape, access, use, or assignment of this space, or if you are requesting installation of any equipment.  Yes  
[Click for more UAF Fac Mod Information](#)  
*(This will become a "Facility Modification" request if the change box is checked "YES".)*

**Events:**

For UAF events:

- Fill in and submit the required [UAF Events Request Form](#).
- Complete the 'Description of Work' section below and submit this form.

**Description of Work:**

\*Will you be:

- Yes
- No

- Changing purpose of the space? (e.g. office to lab, conf. room to computer lab, etc.)
- Moving or adding built-in features? (walls, doors, windows, etc.)
- Installing new built-in equipment? (electrical, plumbing, lab equipment, etc.)

Thanks! Please write the description of work to be done in the field below and click 'Enter Work Order Request'.

\* Complete the 'Description of Work' section below and submit this form.  
**Do Not enter any security or key codes in your description.**

The drain in the kitchen sink is leaking and water is running onto the floor causing a slippery surface

At the bottom of the form, there are two buttons: "Clear Form, Start Over" and "Enter Work Order Request". The "Enter Work Order Request" button is highlighted with a red rectangular box.

If you have additional supporting documents, please email them to [eworf@fs.uaf.edu](mailto:eworf@fs.uaf.edu)



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

Printer Friendly PDF

Electronic Work Order Request Form:  
Work Order Submission Complete

**The following is a verification copy of the information you have submitted as a UA Facilities Services EWORF (Electronic Work Order Request Form). This confirms the reception of your request by our system.**

Date/Time Received:	04-04-2013 at 15:47:00	
Contact Name:	John Doe	Phn: 5551234 / Fax: 5551235
Requestor Name:	John Doe	Phn: 5551234 / Fax: 5551235
Department:	Facilities Services	
Department WO Number:		
EWORF Confirmation Email:	jdoe@alaksa.edu	
Work Order Verification Email:	jdoe@alaksa.edu	
Billing Account:	Org: 50006 Fund:	
Building for WO:	FSS03	
Room Number:		Classroom/Teaching Lab: Upstairs breakroom
Area:	N/A	
Vehicle Rental:	N/A	
Residences:	Occupied?	N/A
Power/Data:	Power/Data?	N/A
Space Change / Facility Modification:	Size/Shape/Access?	N/A
Requested Work:	The drain in the kitchen sink is leaking and water is running onto the floor causing a slippery surface	

REMEMBER: You may click the browsers BACK button to return to the previous screen in order to submit additional Work Orders with similar information.

[Return to Facilities Services Home](#) or [Click your logo \(icon below\) to return to your Home page](#)



