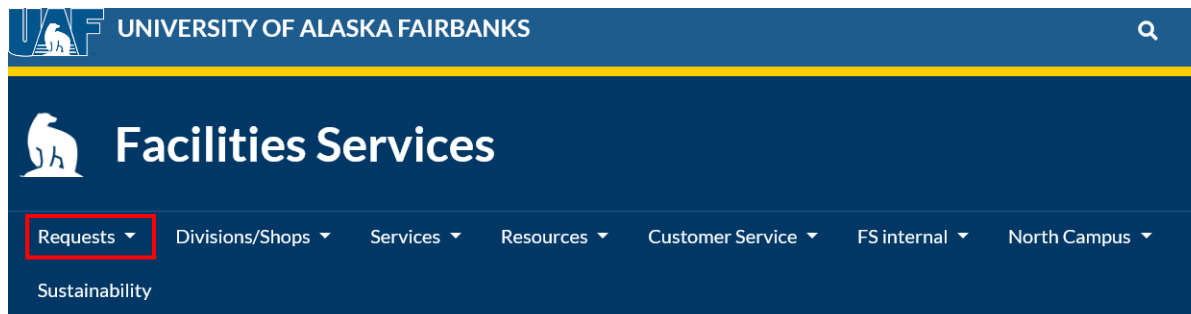




Entering an EWORF

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

Click on Requests in the upper left column



Mission statement

To promote academic excellence in education and research as we build, maintain, and enhance UAF's infrastructure.

[Click Here For The New Warehouse And Procurement Shared Services Page](#)

Facilities Matters

Quick Links



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

A screenshot of the UAF Facilities Services website. The header is dark blue with the UAF logo and "UNIVERSITY OF ALASKA FAIRBANKS" on the left, and a search icon on the right. Below the header, the "Facilities Services" title is displayed with a white bear logo. A navigation bar contains several dropdown menus: "Requests", "Divisions/Shops", "Services", "Resources", "Customer Service", "FS internal", and "North Campus". The "Requests" dropdown is expanded, showing a list of options: "Requests Overview", "Electronic Work Order Request Form (EWORF)", "Facility Modifications", "FS Tool Request", "Indoor Plant Program", "Vehicle Rentals & Charter Requests", "W&PSS Order Form", "WH Compressed Gas Orders", "WH Paper Orders", "WH Purchase Requests", and "Work Order Lookup". The "Electronic Work Order Request Form (EWORF)" option is highlighted with a red rectangular border. In the background, a white box with a blue border contains the text "House And Procurement Shared Services Page".



Enter your User ID and Password and click Login

A screenshot of a web browser displaying the UAF Facilities Services Electronic Work Order Request Form (EWORF) login page. The browser's address bar shows the URL 'facilities.alaska.edu/ua/eworf/login.cfm'. The page has a blue header with logos for UAA, UAF, and UAS. Below the header, the main content area is white and contains the title 'Electronic Work Order Request Form (EWORF)' and a link 'About Our Work Order System'. A red rectangular box highlights the login fields, which include 'User ID:' with the text 'jdoe' entered, 'Password:' with masked characters '*****', and a 'Login' button. Below the login fields are links for 'Forgotten Username / Password?', 'Create New Account', and 'Update Account'. At the bottom of the page, there is contact information for the University of Alaska Fairbanks Facilities Services, including mailing, physical, and office addresses, phone, and fax numbers, along with a copyright notice for 2004.



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

UAF Facilities Services :: EWORF

facilities.alaska.edu/ua/eworf/Internal/Secure/WorkOrder/eworf.cfm

Do you want Google Chrome to save your password? Save password Never for this site

UAF **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@alaska.edu (Use your FULL email address!)

Email address for Work Order Confirmation: * jdoe@alaska.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-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

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

- 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.)

☐ No



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

Inbox (4) - mjcox@alaska.edu X UA - Calendar X UAF Facilities Services :: EW X

facilities.alaska.edu/ua/eworf/Internal/Secure/WorkOrder/eworf.cfm

AIM IQ AIM AIM Test Facilities Services | Home SW Facilities Payroll Calendar PAIR UA in Review EDIR GPS Site Sightlines Sightlines SQL Server and MySQL Student's t-Tests

Building: FL100--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: 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.

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

A screenshot of a web browser 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 is titled "UAF Facilities Services :: EW" and includes a navigation menu with links like "AIM IQ", "AIM", "AIM Test", "Facilities Services | Ho...", "SW Facilities", "Payroll Calendar", "PAIR", "UA in Review", "EDIR", "GPS Site", "Sightlines", "Sightlines", "SQL Server and MySQL", and "Student's t-Tests". The form fields include "Building:" with a dropdown menu showing options like "FL100-PETERSBURG INDIAN ASSOCIATION OFF SPACE", "FL123-PETERSBURG SPRAGUE", "FS811-PETROLEUM LABS (ATCO UNIT)", "KU102-PHASE 1 BUILDING", and "FS803-PHYSICAL PLANT". Below this is a "Room #:" field and an "Area:" dropdown menu with "Upstairs breakroom" selected. There are checkboxes for "Classroom/Teaching Lab?", "Occupied Residence?", and "Require / involve power, data, or phone connections?". A section titled "Space Change / Facility Modification:" contains a checkbox for "Yes" and a link to "UAF Fac Mod Information". An "Events:" section provides instructions for UAF events. A "Description of Work:" section includes a "Will you be:" question with "Yes" and "No" radio buttons, and a list of examples: "Changing purpose of the space", "Moving or adding built-in features", and "Installing new built-in equipment". Below this is a text area for the description, which contains the text "The drain in the kitchen sink is leaking and water is running onto the floor causing a slippery surface". At the bottom, there are two buttons: "Clear Form, Start Over" and "Enter Work Order Request", with the latter highlighted by a red rectangle. A footer note states: "If you have additional supporting documents, please email them to 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:	FS803	
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

The logo for the University of Alaska Anchorage (UAA), featuring the letters "UAA" in a stylized font with a yellow and green graphic element.

The logo for the University of Alaska Fairbanks (UAF), featuring the letters "UAF" in a stylized font with a blue and white graphic element.

The logo for the University of Alaska Sea Grant, featuring the letters "UAS" in a stylized font with a blue and white graphic element.