

There is only one Facilities Work Order that is changing. This is the Submit New Academic Request. The Submit New Residential Request and Submit New Key Request forms will remain unchanged.

On the new Submit New Academic Request form, users are required to input Fund, Organization, and Location codes. Facilities will be reviewing each work order and will assign Account, Program, and Activity codes based on the nature of the work. Facilities will also update Fund, Organization, and Location codes if necessary to better reflect who is paying for the work order and how.

For work orders where an individual is reporting an issue that does not pertain specifically to their department (i.e. bathrooms, water fountains, hallways, main building doors, etc.), users have two options:

1. Users can call Facilities at 937-229-3753 to report the issue.
2. Users can complete the online Submit New Academic Request form and input their own Fund and Organization code. Facilities will change these codes to reflect the appropriate Fund and Organization codes used for University property maintenance and repairs.