

Energy Managers – Submitting Energy Audit Findings

Energy managers will use the online Facilities Management Customer Portal to submit ENERGY AUDIT FINDINGS to Work Control for work order processing.

1. Open Customer Request Form: <https://workordertest.okstate.edu/Customer/Request>
 - a. Enter Contact name, phone, email, Division and Department.
 - b. Enter Location of the service.
 - c. Select Problem: **ENERGY AUDIT FINDING**. Desired date and if applicable, funding info.
 - d. Enter a description of the repair.
 - e. Review for accuracy. Click: **Submit Request**
2. Once submitted, the user will receive a confirmation email.

Facilities Management Customer Portal

Customer Lookup **Work Request** Administration Logout

Customer Work Request

Please fill out the following form to submit a work request to the Facilities Management Work Control. For Emergencies, please call (405) 744-7154.

<p>a. Contact Information</p> <p>Contact Name * CKIS</p> <p>Contact Phone (123) 456-7891</p> <p>Contact Email * cristina@ckisconsultants.com</p> <p>Select Division * AA - GENERAL UNIVERSITY</p> <p>Select Department * C3052 - ENGLISH</p>	<p>b. Location Information</p> <p>Select Region * OSU-STILLWATER</p> <p>Select Area * CENTRAL CAMPUS</p> <p>Select Building * OLD CENTRAL</p> <p>Select Floor Second Floor</p> <p>Select Room 202 CONFERENCE ROOM</p>
<p>c. Request Information</p> <p>Select Problem * ENERGY AUDIT FINDING</p> <p>Desired Date yyyy-mm-dd</p> <p>Do you have alternate funding? No</p> <p>Alternate Funding <small>Select this option if you are requesting a billable service and it will be funded with a different account than Physical Plant has on file for your department.</small></p>	<p>d. Request Description</p> <p>PLEASE CHECK CONTROLS IN OLD CENTRAL, SECOND FLOOR IS BLOWING COLD AIR.</p>

e. Submit Request