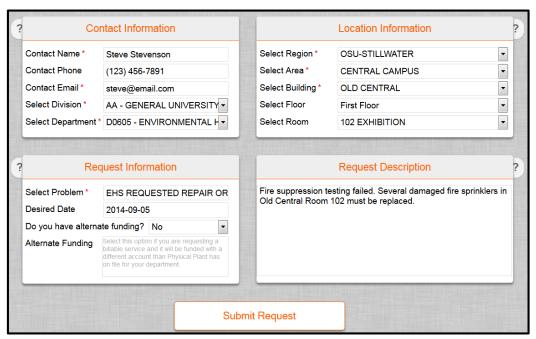
CS-08 AiM SOP User Guide

# EHS: Request Equipment Repair Work Order

EHS staff will use the online Facilities Management Customer Portal to submit service requests anytime repair or replacement of fire pumps, fire suppression systems, alarm panels or alarms is needed.

This web form *replaces* the email requests previously sent to Adrian Self for approval. A request must be submitted for ALL campus facilities, both GU and auxiliary. The request will be routed to the appropriate manager for their review and once approved, the Action Desk will process a work order with appropriate detail and funding information.



https://workordertest.okstate.edu/Customer/Request

#### 1. CONTACT INFORMATION

The contact information should be the EHS staff person requesting the repair.

#### 2. LOCATION INFORMATION

Select the Region, Area and Building. If location is not applicable leave these entries blank.

## 3. **REQUEST INFORMATION**

A problem code has been created for EHS requested equipment repair. Simply type in "EHS" and select the code. Enter a desired date if needed, leave other fields blank.

### 4. REQUEST DESCRIPTION

Enter a detailed description of the needed repair.

## 5. SUBMIT REQUEST

You will receive an email notification as the request is reviewed and approved.