Facilities Work Request Instructions

Yale's facilities work request form (FWR), available on the Facilities website homepage, is used to submit all service request needs for Facilities Services. All your requests can be found by selecting the [Process] tab after you have completed the form and submitted a request. This guide will walk you through the request and review process.

Submitting a Request

1. After selecting [Submit a Request] from the Facilities website homepage, authenticate using your SSO credentials.

2. To submit a service request, select the form through an image labeled [Facilities Work Request]. (If you do not see the image, select the [Home] menu button at the top of the page).

3. On the form, starting with [Location], select inside the box and begin typing the official property name or FAC-ID (ability to search by building alias/name or address not available).

4. After selecting a location, the field to select a floor will reveal itself if applicable. In this case, select a [Floor].

5. Next, select the [Room] number.
6. Select from the [Work Type] drop-down menu and pick a topic that most closely identifies the work you are requesting: Electrical – Lighting & Power, Custodial Service, etc.

7. Enter a description of work needed and other relevant details for the request.

8. If your request requires customer funding, select the checkbox for [Customer] and an additional set of Chart of Account (COA) fields will appear. If this is unknown, do not check the box and continue to step number 11.

First, select the appropriate category for the request.

9. If a work estimate is required, select [Estimate] from the drop-down menu.

10. Lastly, enter the COA details starting with [Company]. All COA fields are required except [Assignee].

11. Next, select the appropriate priority.

12. Enter or verify the best contact phone number.

13. If you would like to have other individuals receive email notifications for this request, select the [Yes] radio button under “Would you like to add an alternate requestor?” A total of three additional requestors can be added.
14. Enter either a [NetID] or begin typing the person's last name. Select the appropriate individual. The additional contact information will auto populate and a prompt to add another alternate will be available.

*Note: If you selected the wrong individual, you must clear out the values for that person and then enter the correct NetID or last name.*

15. **There is a drop zone for attachments here**, on the next page and within the [Process] tab. Upload any relevant images and documents that will be useful to the work being requested. Do not click the review button until after adding your attachments.

16. Select the [Review] button.
17. On the final form page, review all the details for your request. If changes are required, select the [Previous] button and modify your answers before submission.

18. Select [Submit].
Reviewing a Request

1. After selecting [Submit], you will be brought back to the homepage. Select [Process] in the top menu bar.

2. Any requests you submit, regardless of status, will be found in the menu item called [All Requests].

3. The most recent requests will be sorted at the top. Select a specific request to view the details.
Adding an Additional Requestor Post Submission

1. In addition to adding customer comments for Facilities Operations to review in the [Comments] tab, you can also add additional requestors (watchers) to your request notifications. To do so, you can simply assign the person(s) by applying [@firstname_lastname] in the comments section. These additional individuals will receive the same email communications with work order updates.