

Physical Plant Online Work Request System

(For routine work requests – not emergency requests)

The UCA Physical Plant uses a campus-wide online work request system for routine work requests. It is available to authorized users via an internet browser. The system has been in place since July 2004. Over the ensuing period of time the Physical Plant has slowly phased out the acceptance of paper forms or email for submitting work requests. Unless the system is down, which happens very seldom, the Physical Plant no longer accepts FAXed copies of work requests or email requests.

Authorized users of the system are determined by the building administrators for E&G buildings. For Housing and Residence Life buildings (residence halls, apartment buildings, and single family houses) the housing administrative staff determines the authorized users.

Authorized users access the online work request system by entering an assigned user name and password. The Physical Plant maintains a list of the user names and passwords that have been assigned to each building. The Physical Plant also provides technical support for the online work request system. Each authorized user is provided with phone numbers they can call if they need technical support or have a question about a work request or work order.

Anyone who needs to have work done in their area should contact the authorized user of the online work request system in that building. If you don't know who that is, contact your building administrator.

For a list of E&G building administrators, [click here](#).

For authorized users in housing properties, contact the Housing and Residence Life Office at 450-5190.