1) Navigate to the Facilities Management Website, scroll down and click “Facilities/Operations Work Order Request Form”

2) Switch the Work Request field to Work Order
3) Type in the work order number, almost all the time it will start with PP- then the number, ex. PP-74089. If PP does not work try HM

4) Click on the

5) The work order should populate

<table>
<thead>
<tr>
<th>Work Order #: PP-74089</th>
</tr>
</thead>
</table>

**Work Status:**
**Date Complete:**
Facility: UW Green Bay
Reference #: 
Building: COFRIN LIBRARY
Location ID: 2021-6046
Tag Number: 
Priority: Routine
Item Description: READING/STUDY
Request Date: 04/30/2019
Request Time: 11:54:00
Requestor: 
Requestor Phone: 920-465-2304
Requestor Email: grunseeth@uwgb.edu
Schedule Date: 05/01/2019
Date Last Posted: 05/08/2019
Work Status: MAINTENANCE
Trade:
Date Complete:
Contractor Name: 
Main Charge Account: 1023601006 Library
Charge? Yes
Est End Date: 
Task Code: 224
Task Description: INTERIOR SIGNAGE

**Requested Action:** I need a plaque put on the wall. Thanks!
Account #: 102 36 0100 6
Corrective Action:

**Update** the Work Order when the requested action has been completed.