

UW Bothell/Cascadia College

FACILITIES SERVICES & CAMPUS OPERATIONS

HOW TO SUBMIT A WORK ORDER REQUEST

1. On the Facilities Services Homepage, scroll down and click on: *"Campus Work Request System"*

Facilities Services & Campus Operations and Campus Safety for UW Bothell/Cascadia College

The Facilities Services and Campus Operations (FS&CO) department is comprised of maintenance, custodial & grounds services and Campus Safety. Although our work covers a large area, our goal is to provide timely, effective and high-quality service while attending to the day-to-day needs of the entire UW Bothell/Cascadia College campus, including our protected wetlands.

All non-regularly assigned work is coded and prioritized to make the most effective use of our staff and resources. Some work requests will be packaged so similar work can be done at the same time, and some work may be performed at quarterly breaks when facility use is less impacted. Emergency work orders are given higher priority of action.

To request a work order please go to the

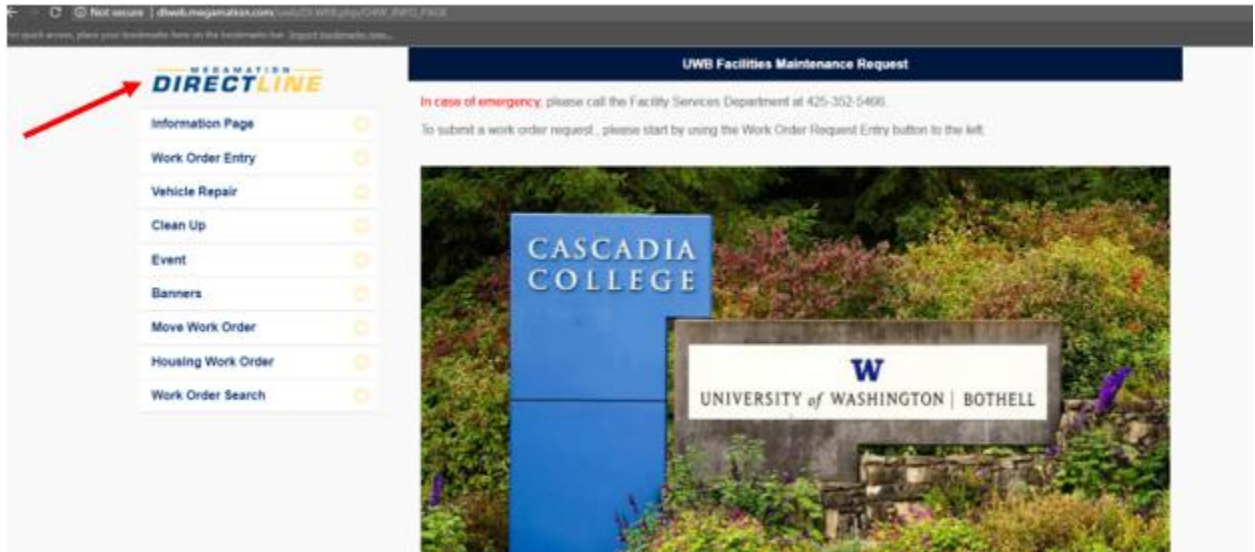
Campus Work Request System 

[How do I Complete a Work Order Request?](#)

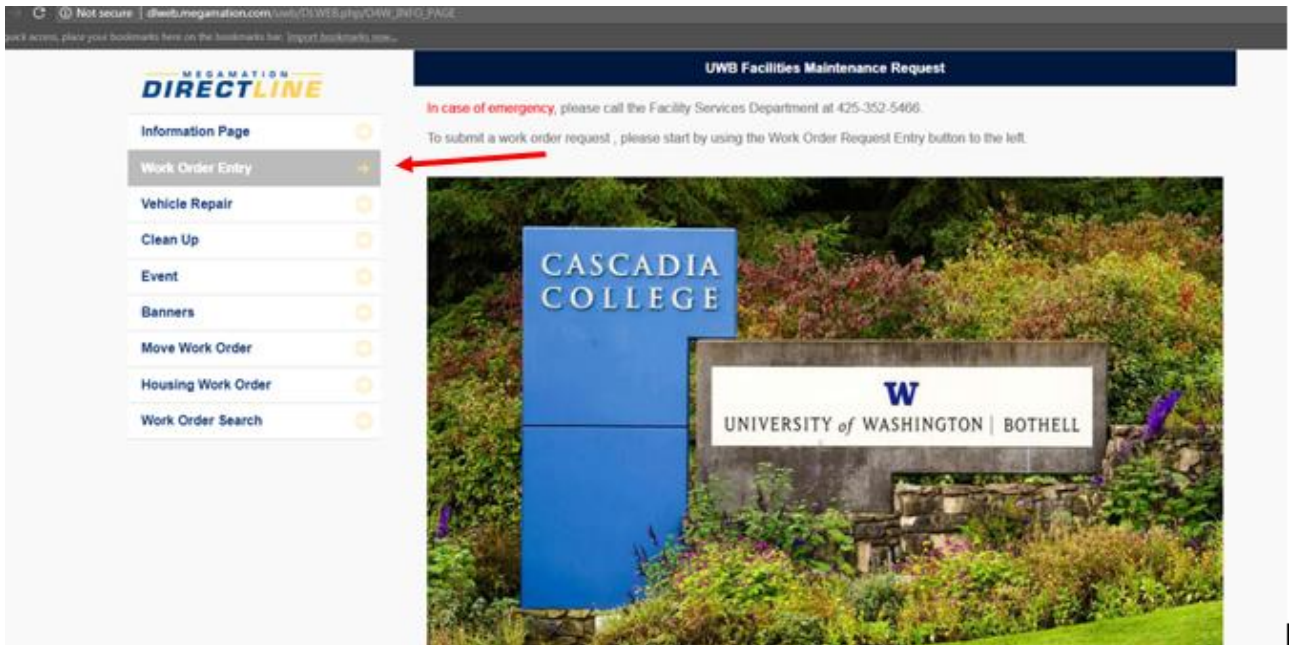
[What is Billable/Non-billable Work?](#)

[Billable Rate Table](#)

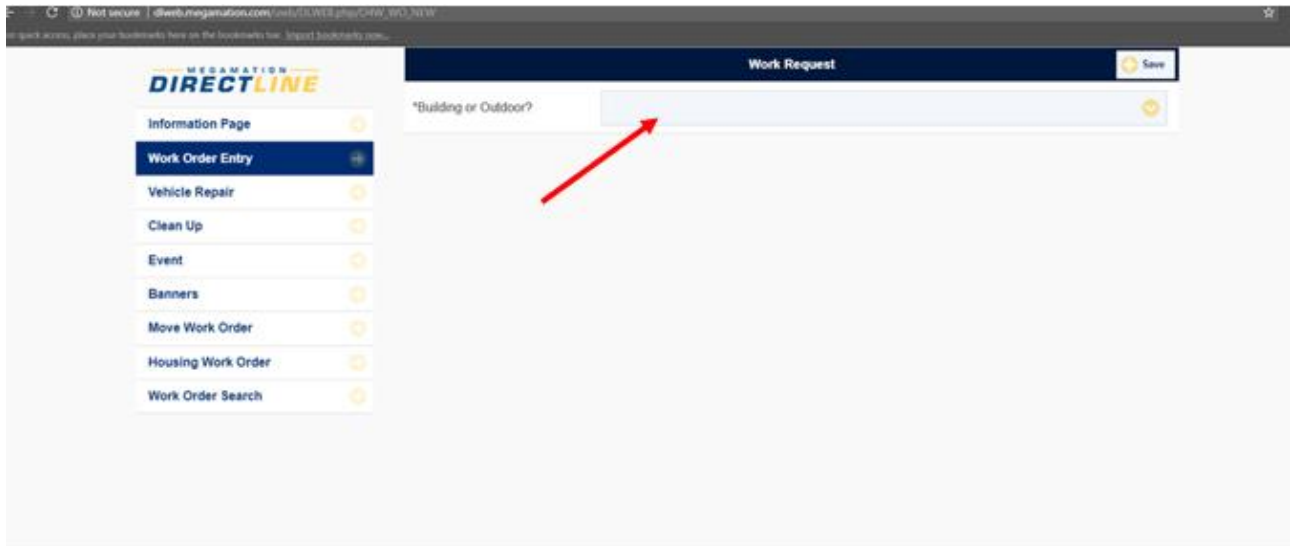
2. A window will pop up called *“Megamation Direct Line”* with a column on the left side.



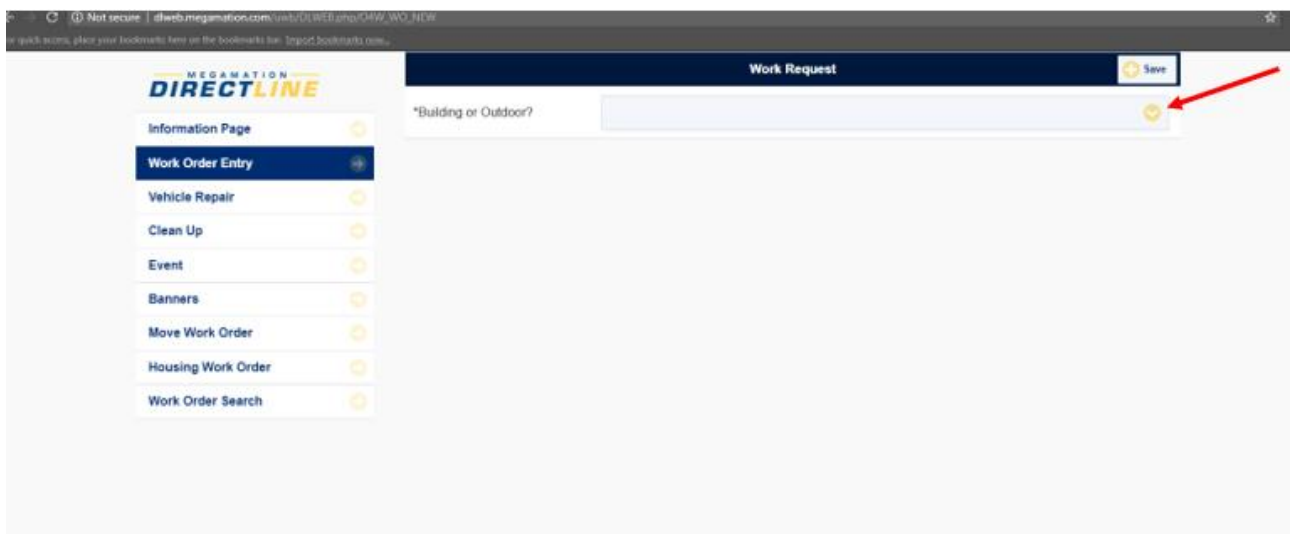
3. Click on *“Work Order Entry”*



4. A "Work Request" screen will pop up on the right side.



5. Select "Building" or "Outdoor" by clicking the yellow drop-down arrow.



6. A new screen will pop up where you will input the details of your request. All fields marked with an (*) are required to complete the request.

The screenshot shows a web browser window displaying the 'Work Request' form. The browser address bar shows 'http://web.mcgation.com'. The page title is 'Work Request' and there is a 'Save' button in the top right. Below the title, there is a note: 'Fields with * must be filled in order to submit the work request. Two email addresses may be entered by separating them with a comma.' The form fields are as follows:

*Building or Outdoor?	Building
*Type	Corrective
*Status	Initiated
*Full Name	
*Phone No	
*E-Mail Work Email	
*Date	May 15, 2016
*Institutional Affiliation	
*Building	
Budget#	
*Job Type	
*Work Description	

7. Once you have input all required information, click the "save" button to submit your request.

This screenshot shows the bottom portion of the form. The fields are:

- Budget#
- *Job Type
- *Work Description
- Pictures: Upload images/pictures after work order saved
- Receive Email Notification: When the work order is completed
- Save button (indicated by a red arrow)

8. Your Work Order Request is now complete. You will receive an email confirmation containing your Work Order Request Number.