UNIVERSITY OF WISCONSIN WHITEWATER
Facilities Planning and Management

WHEN TO USE A "WORK REQUEST" VS A "PROJECT REQUEST" FAQ

What type of work should be submitted as a "Work Request"?

The following types of requests would qualify and should be submitted as a Work Request:

- Break-Fix (repairs)
- Maintenance
- Custodial Services
- Event Set Up
- Hanging pictures/whiteboards
- Simple updates to electrical/duplex outlets)
- Sign replacement requests
- Painting of one or two rooms
- Reporting roof leaks, elevator outages etc

The work request form can be found at: Work Request Form

How do I submit a request for a key?

The key request can be found at: Request a key

Should I submit a Work Request for computer or phone issues?

No. Individual computer or phone issues should be directed to the ICIT Help Desk at 262-472-HELP (4257) or helpdesk@uww.edu

What type of work is considered an "In-House FPM Project"?

The following type of work is considered an in-house facilities project:

- Any request that requires the use of Central Funding
- Requests for estimates
- Any request for Change of Use or New Space (Closet to office, classroom to office etc.)
- Future faculty space planning
- Renovations of any kind (addition/demo of walls or doors, windows, painting, flooring, ceiling, lighting, electrical, , furniture etc.)
- Reconfiguration of modular office furniture
- Accreditation compliance issues that impact physical space, mechanical systems, etc.
- Large scale project planning

What is the process for a initiating an in-house facilities project?

Please contact Maureen Quass at 262-472-6733 to schedule a scoping meeting and arrange an estimate of the desired work.

How far in advance should I request an estimate for an in-house facilities project?

THINK A YEAR IN ADVANCE

With limited FPM resources to service the campus for the review, scope, scheduling, and completion of your project it is critical to provide as much notice as possible for projects. This applies to all projects, but especially those that may need to follow a state project process. The earlier you can submit your request the better, this is particularly true for work that needs to be completed over summer or other break periods. Construction schedules are committed well in advance of the breaks.

Contact UWW IT Department for and Data Request - https://www.uww.edu/its