Looking up a Facilities Work Order

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Aug-22</td>
<td>TM001003</td>
<td>FS-245156</td>
</tr>
<tr>
<td>8-Aug-22</td>
<td>TM001003</td>
<td>FS-246372</td>
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<td>FS-246373</td>
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<td>29-Jul-22</td>
<td>TM001002</td>
<td>FS-246211</td>
</tr>
<tr>
<td>29-Jul-22</td>
<td>TM001002</td>
<td>FS-246228</td>
</tr>
</tbody>
</table>

All Facilities Work Order charges will have an assigned work order number “FS-xxxxxx”. You can look up the details of the work order on the Facilities website. This includes completed work orders as well as those in progress.

Facilities Services website
https://www.coloradocollege.edu/offices/facilities/

In the shaded box under Work Order & Project Requests choose “Submit a Request for a Work Order or Keys”
Looking up a Facilities Work Order

Enter the Work Order number here – be sure to include the hyphen (example: fs-123456)

Then click on the ‘>>’ button, or hit Enter

This form gives you the FOAP charged, pertinent dates, and a brief description of the work that was done. The amount may or may not be listed. If not, you will find that in Banner if the work has been completed.