

Creating Work Orders – Service Requester

- Log into Maintenance Connection, www.maintenanceconnection.com
- Select the **Submit Service Request** option

Service Requester

Erin Allen

Select an option:

- ▶ [Submit Service Request](#)
- ▶ [Service Request Status](#)
- ▶ [Submit Feedback / Surveys](#)
- ▶ [Profile](#)
- ▶ [Change Password](#)
- ▶ [Help](#)
- ▶ [Exit](#)

- Submit Service Request Page will appear to the right of the Main Menu. Fill in all available fields with the details of your request.
- If the **Location/Asset** field is present, use the dropdown menu to locate the closest possible Asset or Location that relates to your request.


Location / Asset:
Name:
Email:
Phone:

- Select the **Type of Request**. Definitions of each Type will appear on the screen.

Email:
Phone:
Type of Request: (Required)

Move Request Form: For moving equipment and furniture within space that your department already occupies (i.e. to move an employee from one office to another.)

Please note that BRIN, Move, and Space Requests will populate a form below that will need to be completed prior to submitting your work order.

- Enter the details of your request in the **Description Box**
- Once all the desired information has been added, click the **Submit** button to begin processing your request.

Short Description: (Required)

Please be sure to include room/cubical number, floor, and/or wing information in the description.

- After submitting a Service Request, you may also be able to check the status of your request by selecting the **Service Request Status** option from the Main Menu.

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- You should be able to locate your Service Request from the page that displays:

Service Request Status

If you would like to get more details on a particular Service Request, simply click the Request # of the Service Request you would like to view. To see if there has been any updates to these Service Requests since this page loaded, click the **REFRESH** button.

Refresh

Print

Filter by:

Main | All Request Stat | All Requesters | All Problems

Request /WO #	Reason	Target Date	Location / Asset	Status
M-328336	Leaky faucet in locker room	5/23/2017	Locker Rooms	Issued
M-328334	Boiler (BOILER-1) Spec test	5/23/2017	Boiler	Requested
M-328331	The Check Engine Light has come on in the van.	5/22/2017	Van	Requested
M-328026	assign test	2/21/2017	Clock	Requested

If you have any issues submitting a Service Request, please contact:
BGS.MaintenanceConnection@vermont.gov