How can I see the details of my Facilities Work Order?

If you are the creator of the work order

- From Atlas Service Requests application, access Quick Links.
- Choose My Requests.

If you are not the creator of the work order

- Option one: search by building number
  - From Atlas Service Requests, choose Search Requests.
  - Select the building, and be sure to select the appropriate status: Closed, Open or Both
  - Enter a date range to narrow your search results.
  - You will be able to see all service requests with the exception of those that are of sensitive nature.

- Option two: search by work order number
  - If you have the work order number, available on the Detailed Transaction Report, access the Search Requests function of Atlas Service Requests, then choose the Search Work Order tab.

For Work Orders created prior to December 1, 2013

- Contact the Facilities Customer Service Center, at (617) 253-4948.

What if I need to change the cost object for a work order?

- Contact the Facilities Customer Service Center, at (617) 253-4948.