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Services & Online Requests

Welcome

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Service Delivery

Forms & Resources

Our Services

If you need assistance or want to offer feedback on our services, please contact the Facilities Service Center at [☎ 512-471-2020](tel:512-471-2020).

WORQS & Online Requests

⚙ **WORQS** stands for **W**ork **O**rders **R**quest and **Q**uery **S**ystem web site. Anyone with a university appointment and high-assurance EID can access WORQS. This system is your one-stop shop for electronically requesting and tracking facilities-

[Services & Requests \(WORQS\)](#)

[Building Information](#)

[Frequently Asked Questions](#)

[Billing Information](#)

[Rates & Fees](#)

Contact

Main:

512.471.2020

Fax:

512.475.6409

General

Inquiries

 **E-mail**

Events & Moving

 **E-mail**

related work. Whether you need to submit a maintenance request for service, request an installation or renovation, this is the electronic resource.

There are different WORQS requests; select the form that best meets your needs:

> [WORQS Maintenance Request](#)

Requests for maintenance or repair of building; building systems such as heating/cooling, ventilation, electrical and plumbing; equipment integral to the building such as restrooms, doors, and lights; grounds such as sidewalks, lawns, trees, shrubs, and pest control; general custodial requests such as restroom supplies and non-hazardous spill cleaning.

> [WORQS CRIB \(Construct, Renovate, Install, Build\) Estimate Request](#)

Request an estimate for a Construction, Renovation, Installation, or Building project. No account number required. Project Management and Construction Services will contact you to discuss your project and provide an estimate.

> [WORQS CRIB \(Construct, Renovate, Install, Build\) Work Request](#)

Request a Construction, Renovation, Installation, or Building project. Forgo estimate and approve work.

Account number required. Project Management and Construction Services will contact you to discuss your project and coordinate the work.

› [WORQS Service Request](#)

Request services such as the installation of pictures or wall brackets; fabrication of shelves and equipment; unscheduled custodial services; non-event moving services; signage, map, floor plan, space data, Geographic Information Systems (GIS) or Computer-aided Design (CAD) requests. Account number required.

› [WORQS Move Request](#)

Request move support services. Account number required. For detailed move support and form instructions, use the [WORQS Move Support Wiki](#).

Did you know?

You can check the status of your work request in  [WORQS](#) by accessing the “Requestor Profile” page.

Event and Surplus Property Pick-up Requests

Use the forms below as a resource to assist you with all the additional details that come with planning an event or move. For more information see:  [Events](#)

and Moving or contact the Facilities Service Center at
📞 512-471-2020.

- 📄 Event Planning Request Form
- 📄 Surplus Property Pick-up Request Form

➤ Planning an event or 🚚 move? Go to: 🔗 [Event and Moving Services Planning](#)

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Service. Integrity. Teamwork. Excellence. Stewardship.

 Facilities Services Logo



Facilities Complex 1 (FC-1)

1301 E. Dean Keeton St.
Mail Code: H7055
Austin, TX 78712-2454

Website Problems?
Contact [FAS Communications](#)

Service Center

P: 512.471.2020
F: 512.475.6409
[Email Facilities](#)
[Contact Details](#)

Helpful Links

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