Elon University Facilities
Management Guide for:

Finding Work Orders

Log onto to elon.edu/fixit and enter in your Elon email login and password.
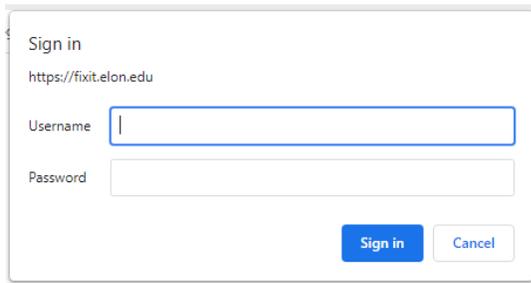
To inquire about an existing work order or research information on your completed work orders, you would select

You can either search by:

- Work Order Number or Work Order Request:

  o Simply type the number and hit NEXT

or
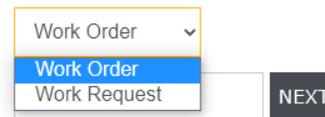
- Facility

  o Pick Elon Leased or Elon University". Note: The Oaks, Park Place and Trollinger House are considered "Lease Residences". If you do not see the facility you are looking for under "Elon University" please check the "Elon Leased" list to ensure that it is not located under that category.

  o Select the building, the starting and ending date you are interested in (default is one month from present date). Choose ALL WORK ORDERS and click NEXT

You can see all work orders entered for that particular building, if you want more detail, click on the work order number (PP-) that you are interested in.

Work Order Search Results

Work Order	Location ID	Request Date	Schedule Date	Complete Date
PP-350202	ALAM-102B	06/02/2021		

Action: I am switching offices from Whitley 302 to Alamance 102B. I need assistance removing the existing desk, chairs, and a book case, that is currently in Alamance 102B to storage, and moving a desk, chair, a few boxes , and a coffee table from Whitley 302 down to the new office please. **REVISED - Pictures attached!! Per Holly - take desk, chair and bookcase to storage.

| PP-350190 | ALAM-107 | 06/02/2021 | | |

Action: Please patch and repaint the portion of the wall in Finance & Administration (Alamance) where the sign has been removed above Valerie's desk ASAP please. Thanks! Jenny

| PP-349799 | ALAM-102 | 05/26/2021 | 05/31/2021 | |

Action: Hi! This is no rush, but we have 3 large boxes of diploma covers that need to be picked up and destroyed at your earliest convenience. They are in the lobby of our suite, and I will mark them clearly for whoever picks them up. Thank you so much and we're sorry to bother you at such a busy time! Mary