



**Welcome to the Office of Management and
Enterprise Services, Facilities Management
Customer Request Work Order Tutorial.**

**Please click through the tutorial and it will walk you through the
steps for completing and submitting the form for processing.**

**If you have additional questions, please contact our office by phone and leave a message.
We will return your call at our earliest convenience.**

Office Phone: 405-522-1212



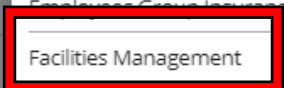
OFFICE OF MANAGEMENT & ENTERPRISE SERVICES



Facilities Management

- Capitol Event Reservation
- Energy Management
- Facilities Services
- Sustainability Program
- Managed Properties & Contacts

- Accounting & Reporting
- Budget
- Capital Planning
- Capitol Event Reservation
- Central Printing & Interagency Mail
- Construction & Properties
- Employee Benefits
- Employee Group Insurance Division
- Facilities Management**
- Fleet Management
- HealthChoice
- Human Capital Management
- Information Services
- Purchasing
- Real Estate & Leasing Services
- Risk Management
- Surplus
- Training



On the OMES page, click on the Facilities Management link under the Services tab.

Contact

Capital Assets Management
 Facilities Management
 Will Rogers Building
 2401 N. Lincoln Blvd., Suite 112
 Oklahoma City, OK 73105
 Phone: 405-521-3395

Common Carrier or U.S. Postal

agency missions. In doing so and where appropriate, we encourage the use of life cycle concepts, performance measurement and verification methods that utilize good science and lead to sustainable buildings. Establish and follow a common set of sustainable guiding principles for integrated design, energy performance, water conservation, indoor environmental quality and materials aimed at helping state agencies:

- Reduce the total ownership/lease cost facilities;
- Improve energy efficiency and water conservation;
- Provide safe, healthy, and productive operated/leased environments; and,
- Promote sustainable environmental stewardship.

Building Security Note

Facilities Administrators



OFFICE OF MANAGEMENT & ENTERPRISE SERVICES



HOME / SERVICES / FACILITIES MANAGEMENT

Facilities Management

- Capitol Event Reservation
- Energy Management
- Facilities Services
- Sustainability Program
- Managed Properties & Contacts

Contact

Capital Assets Management
Facilities Management
Will Rogers Building

The Office of Facilities Management manages approximately 10 million square feet of space in 23 major State buildings valued at over \$1 billion. These include the office buildings in the Capitol, the State Capitol Park, Mansion group

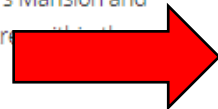
Mission

Provide a safe, comfortable workspace through quality facilities and responsive service.

Vision

OFM is committed to maintaining, and operating its owned/leased facilities in an energy efficient and sustainable manner that strives to achieve a balance that will realize high standards of space in an economically viable manner consistent with agency missions. In doing so and where appropriate, we encourage the use of life cycle concepts, performance measurement and verification methods that utilize good science and lead to sustainable buildings. Establish and follow a common set of sustainable guiding principles for integrated design, energy performance, water conservation, indoor environmental quality and materials aimed at helping state agencies:

On the Facilities Management page, click on the Tenant Work Request link.



Resources

[Tenant Work Request](#)

Tenant Work Request Tutorial (PDF)

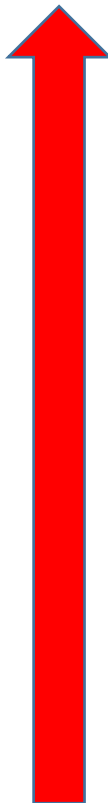
ADA Accessibility Guidelines for Building and Facilities

National Association of State Facilities Administrators

AssetWORKS

You are now at the Customer Request Screen.

Please click on the Enter Request button located in the top right corner.



Pick a County

County	Description
ADAIR	ADAIR COUNTY
ALFALFA	ALFALFA COUNTY
ATOKA	ATOKA COUNTY
BEAVER	BEAVER COUNTY
BECKHAM	BECKHAM COUNTY
BLAINE	BLAINE COUNTY
BRYAN	BRYAN COUNTY
CADDO	CADDO COUNTY
CANADIAN	CANADIAN COUNTY
CARTER	CARTER COUNTY
CHEROKEE	CHEROKEE COUNTY
CHOCTAW	CHOCTAW COUNTY
CIMARRON	CIMARRON COUNTY
CLEVELAND	CLEVELAND COUNTY
COAL	COAL COUNTY
COMANCHE	COMANCHE COUNTY
COTTON	COTTON COUNTY
CRAIG	CRAIG COUNTY
CREEK	CREEK COUNTY
CUSTER	CUSTER COUNTY
DELAWARE	DELAWARE COUNTY
DEWEY	DEWEY COUNTY
ELLIS	ELLIS COUNTY
GARFIELD	GARFIELD COUNTY
GARVIN	GARVIN COUNTY
GRADY	GRADY COUNTY
GRANT	GRANT COUNTY
	GREER COUNTY



Please click on the county that you are submitting the work request for.

Pick a City

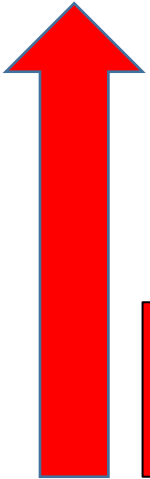
Previous

City

Description

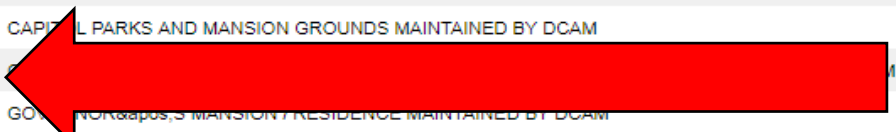
[OKLAHOMA CITY](#)

OKLAHOMA CITY*



Please click on the city that you are submitting the work request for.

Building	Description
580-11895	CENTRAL PRINTING OFFICE MAINTAINED BY DCAM
580-11896	CENTRAL PRINTING WAREHOUSE MAINTAINED BY DCAM
AGRICULTURE	DEPARTMENT OF AGRICULTURE MAINTAINED BY DCAM
AGRICULTURE LAB	DEPARTMENT OF AGRICULTURE LAB MAINTAINED BY DCAM
ARMORY COMPLEX	ARMORY BUILDINGS MAINTAINED BY DCAM
BANKING COMM.	BANKING COMMISSION BUILDING MAINTAINED BY DCAM
CAPITOL PARKS	PROPERTY IN THE COMPLEX NOT ASSOCIATED WITH A BUILDING. PROPERTY MAINTAINED BY DCAM
CARRIAGE HOUSE	CARRIAGE HOUSE LOCATED ON MANSION GROUNDS ABOVE GARAGE MAINTAINED BY DCAM
CENTENNIAL HS	CENTENNIAL HOUSE MAINTAINED BY DCAM
CONNORS	M.C. CONNORS BUILDING MAINTAINED BY DCAM
DENVER DAVISON	DENVER DAVISON (COURTS) MAINTAINED BY DCAM
DOT	DEPARTMENT OF TRANSPORTATION MAINTAINED BY DCAM
FIREHOUSE	CAPITOL PARKS AND MANSION GROUNDS MAINTAINED BY DCAM
GATE HOUSE	GATE HOUSE MAINTAINED BY DCAM
GOV-MANSION	GOVERNOR'S MANSION / RESIDENCE MAINTAINED BY DCAM
HODGE	OLIVER HODGE BUILDING MAINTAINED BY DCAM
JIM THORPE	JIM THORPE OFFICE BUILDING MAINTAINED BY DCAM
JUDICIAL	JUDICIAL BUILDING MAINTAINED BY DCAM
LEED-BUILDING	DHS BUILDING LOCATED AT 50 N.E. 21ST STREET LEASED FROM AND MAINTAINED BY DCAM
LIBRARY	ALLEN WRIGHT MEMORIAL LIBRARY BLDG. MAINTAINED BY DCAM
MANSION GROUNDS	PROPERTY IS USED FOR THE MANSION GROUNDS. MAINTAINED BY DCAM
O.E.M	EMERGENCY MANAGEMENT - (FEMA / CEMA) LOCATED BETWEEN WILL ROGERS AND SEQUOYAH BLDGS. MAINTAINED BY DCAM
OBN	Oklahoma Bureau of Narcotics Maintained by DCAM
OMES ISD	OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES ISD BUILDING MAINTAINED BY DCAM
PAVILION	PHILLIPS PAVILION LOCATED ON MANSION GROUNDS MAINTAINED BY DCAM
PHARMACY BOARD	OKLAHOMA STATE BOARD OF PHARMACY MAINTAINED BY DCAM
SEQUOYAH	SEQUOYAH OFFICE BUILDING MAINTAINED BY DCAM
SOLOMAN LAYTON	SOLOMAN LAYTON BUILDING - OFFICE OF THE ATTORNEY GENERAL MAINTAINED BY DCAM
STATE CAPITOL	STATE CAPITOL BUILDING MAINTAINED BY DCAM
VEZEY COMPLEX	The Vezey veterans complex MAINTAINED BY DCAM
WILL ROGERS	WILL ROGERS BUILDING MAINTAINED BY DCAM



Please click on the building that you are submitting the work request for.

Category	Description
ACCESS CONTROL	
CLEANUP/SPILL	
DELIVERIES	
ELECTRICAL	
EVENTS	
GAS LEAKS	
GENERAL MAINT.	
INSPECTION	
INSTALLATION	
LAVATORY ISSUES	
LEAK	
LIGHTING ISSUES	
LOCKS/DOOR	
ODOR ISSUES	
PAINTING	
PEST CONTROL	
PLUMBING	
POWER OUT	
RECYCLING	
TOILETRY REFILL	
TOO HOT/COLD	
TRASH CAN	
TROUBLE ALARM	
UTILITY REQUEST	
	EXTENDED HOURS OF OPERATION REQUESTS



Please click on the problem/issue that you are submitting the work request for

Customer Request

[Previous](#) [Submit](#) [Reset](#)

County *	OKLAHOMA
City *	OKLAHOMA CITY
Building *	WILL ROGERS
Category	UTILITY REQUEST
Room Number	<input type="text"/> ← Not required, but helpful for our Maintenance personnel to quickly locate you.
Problem Description *	<input type="text" value="EXTENDED HOURS OF OPERATION REQUESTS"/> ← Please give a brief description of the problem. Do not delete any information that may auto-populate in this field.
Contact Name *	<input type="text"/> ← Contact name so we know who to go to if needed.
Contact Phone *	<input type="text"/> ← Contact phone in case we need more information.
Contact Email *	<input type="text"/> ← Contact e-mail so that you will get a confirmation that your request was received.

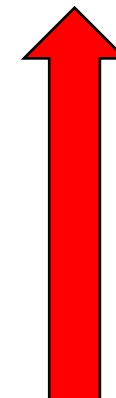
Please fill in all of the blocks. Blocks that have asterisks are required fields.

Customer Request

Previous **Submit** Reset

County *	OKLAHOMA
City *	OKLAHOMA CITY
Building *	WILL ROGERS
Category	UTILITY REQUEST
Room Number	<input type="text" value="213"/>
Problem Description *	<input type="text" value="EXTENDED HOURS OF OPERATION REQUESTS
We need a/c for an after hours meeting tomorrow from 5 p.m. to 8 p.m."/>
Contact Name *	<input type="text" value="Chelsea"/>
Contact Phone *	<input type="text" value="405-522-1212"/>
Contact Email *	<input type="text" value="chelsea.campbell@omes.oi"/>

Once this sheet is complete click on the Submit button.



Thank You

Done

Once you click the Submit button this screen will appear. Click the Done button and you have successfully completed a customer work request to Facilities Management.

YOUR MAINTENANCE REQUEST HAS BEEN APPROVED.

facilitieshelp@omes.ok.gov

Sent: Thu 3/15/2018 11:32 AM

To:  Chelsea Campbell

Hello Chelsea Campbell,

Thank you for contacting the Office of Facilities Management.

Your request for service input on 03/15/2018 has been approved.

Please reference request number 122603 for your future correspondence.

The following information has been provided for your records:

Request #: 122603

Date Received: 03/15/2018

Problem Description: EXTENDED HOURS OF OPERATION REQUESTS 213

Building: WILL ROGERS

If you have any further questions/comments regarding this request, please contact us at 522-1212 or email us at facilitieshelp@omes.ok.gov

Thank you and have a great day,
The Office of Facilities Management

Our goal is to provide a safe, comfortable workspace through quality facilities and responsive service.

Once Facilities Management has received your request an e-mail receipt will be sent to you.