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**Work Request**  
 Submit Work Request 



**Missouri State University**  
 WEST PLAINS

## Facility Management - Service Request Site

• Select your Campus • Select your Building • Submit your Request

**Select Campus**

Please select your Campus:

West Plains

## Facility Management - Service Request Site

• Select your Campus • Select your Building • Submit your Request

**Select Building**

Please select your Building:

Broadway Building

## Facility Management - Service Request Site

• Select your Campus • Select your Building • Submit your Request

**Request Form for Broadway Building**

One issue per request please. After you receive your first request number, click the back button and change the information and submit additional requests as needed.

\*Name:

\*Phone Number:

Use only your Missouri State e-mail address

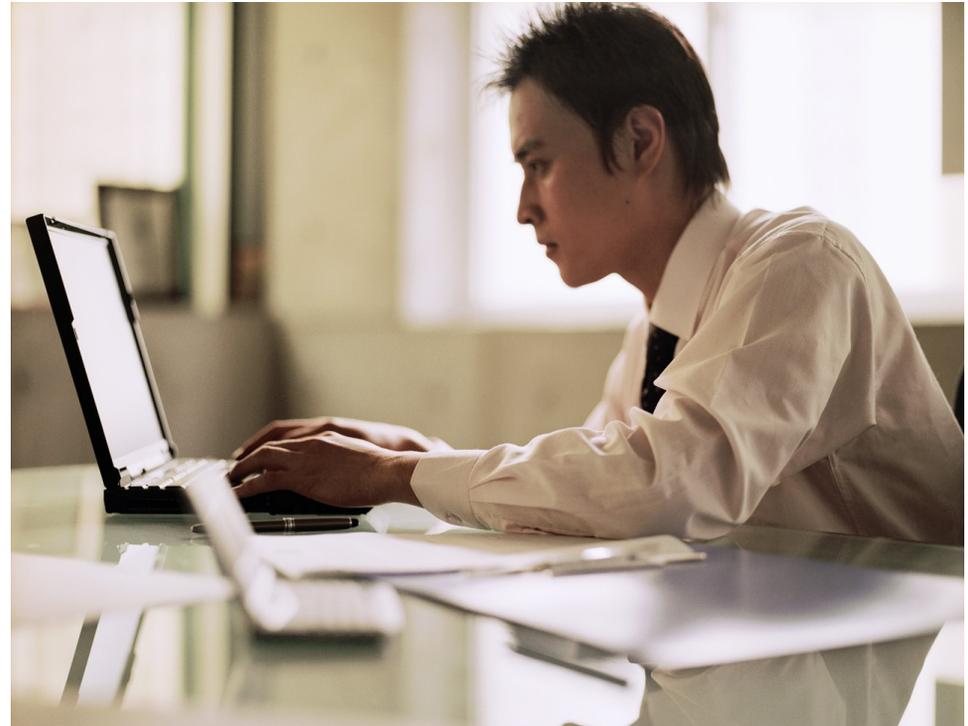
\*E-mail Address:

\*Area/Room:

Account Number:

Department:

\*Request:



# Online Work Request System Guide

This system can be reached by any computer with access to the Internet, including our University computer labs.

**To submit a new work request,** go to the website: <http://physicalplant.missouristate.edu> and complete the instructions listed.

These instructions include:

1. Select “Submit Work Request” on the left side of the screen.
2. Select your campus and  click the button.
3. Select your building and  click the button.
4. Fill out the remainder of the form and click the “Submit” button.
5. Print or copy down the request number for future reference and exit the website.
6. You will receive email confirmation indicating your work request has been submitted successfully.

**To ensure your request is accepted,** please remember the following points when submitting a request:

1. Use a MSU email address only.
2. Be as specific as possible when describing the request, including exact details and locations within the area or room.
3. Please include ONLY ONE service request per work order.

**Our Maintenance and Custodial Staff  
is working hard for you!**

**Other important notes:**

1. If there is an emergency (e.g., major water leak, AC or heating problems, door locks, etc.) call MSU-WP Physical Plant at x57268 Monday through Friday from 8:00 a.m. to 5:00 p.m. For after-hours emergencies, contact the Superintendent of Physical Plant at (417) 372-2138 or (417) 284-7194.
2. In addition to your area or room, you may use this system to submit a non-emergency request for the following items: elevator lights, washers/dryers, vending machines, cable jacks/reception, telephone jacks/service, custodial assistance, keys and locks, and pest control.

**To check the status of a previously submitted work request,** go to <http://physicalplant.missouristate.edu> and do the following:

1. Go to the left side of the screen, under “Search By Number”
2. Select “Work Request” from the pull-down menu.
3. Enter your work request number on the next line and press the  button.
4. You will now see your original work request. If it has been assigned a “work order number” it will be shown in the lower right-hand side of the screen.
5. Click on the work order number and the status of your request will be displayed.

For other searching functions, select an option on the left side of the screen entitled “Search by Request/WO#”

**If you have any questions, please contact the MSU-WP  
Physical Plant located at Broadway Hall (x57268).**