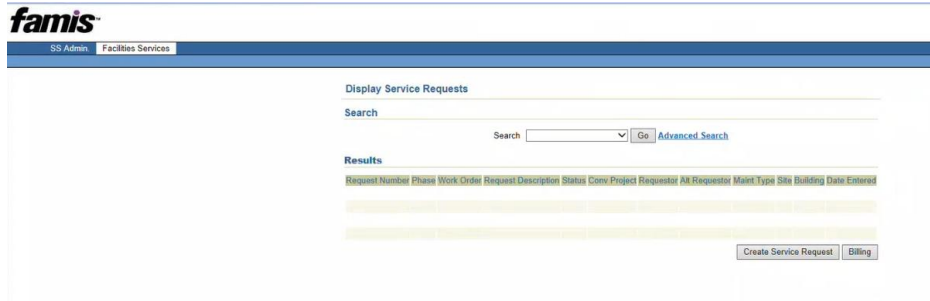


# How to Download Work Orders in FAMIS Before April 1, 2026

## 1. Log into FAMIS



## 2. Click Advanced Search and fill in the boxes. Execute Query.

**Advanced Search**

**Request Number**  
Request Number

**Criteria**

Requestor Name  (For wildcard searches use % (e.g., %SMITH)).

Funding Type  Customer-Funded  Facilities-Funded (Please select at least one.)

Status  Open  Closed (Please select at least one.)

Request Type  Web Requests  Projects  Service Request  PMs (Please select at least one.)

**Location Information**

Site  Building

Floor  Room

Date Entered From  To  mm/dd/yyyy

## 3. Copy the results

Request Number	Phase	Work Order	Description	Status	Com Project	Requestor	Alt Requestor	Maint Type	Site	Building	Date Entered
SR408955	APPROVED	W081299	METRO-ARTS CENTRE-HUMIDIFIER R MAKING AS BURNING SHELL	APPROVED		RINES, GORDON		CORRECTIVE	D400-ARTS CENTRE		3/26/2026
SR402054	CANCELLED	KEY-CUT	NEW	CANCELLED		TRACY DYKEMAN		KEY/REQ	AGRICULTUR	N120-CHAPMAN HOUSE	3/26/2026
SR408953	APPROVED	W081299	METRO-TUPPER REPLACE FAILED VAVY CONTROLLER	APPROVED		RINES, GORDON		CORRECTIVE	F200-TUPPER BLDG		3/26/2026
SR408952	CANCELLED	REPAIR ELECTRICAL	LOUINET	CANCELLED		JODI LAWRENCE		CORRECTIVE	C820-UNIVERSITY YAVE 6220		3/26/2026
SR408951	APPROVED	W081290	METRO COMMERCIAL-KILLAM ANNUAL HEAT PUMP CLEANING	APPROVED		RINES, GORDON		CORRECTIVE	C530-KILLAM LIBRARY		3/26/2026
SR408950	APPROVED	W081290	METRO COMMERCIAL-STUDLEY HOUSE-HP MAKING NOISE	APPROVED		RINES, GORDON		CORRECTIVE	C540-STUDLEY HOUSE		3/26/2026

## 4. Paste in Excel and filter as desired.

