



WHAT'S THE DIFFERENCE ??

WORK ORDER REQUEST EXAMPLES

- Damaged item
- Failed product
- Routine repair
- Not working !

PROJECT REQUEST EXAMPLES

- Minor renovations
- New furniture
- Change in existing space use
- Purchasing Academic Equipment

Questions? Reach out!
Anthia Maniotes
emaniote@risd.edu
401.454.6394



WORK ORDER REQUEST Filling out the form

Requestor Name* Anthia Maniotes

Request Date* 9/18/2025 01:30 PM

Phone #* 401.454.6394

Account # Cost Center, PRJ, don't know?

Requestor Email* emaniote@risd.edu

Building / Location* 173 Benefit Street

Department Name User group accommodated

Floor* First Floor

Area #* 101

Action Requested*

Linked Document Select Category

Submit Request

1. DETAILS

- Exact location
- Photographs

2. NEED / PRIORITY /

IMPACT ON ACADEMIC PROGRAM

3. TIMEFRAME

4. CONTACT INFO

- Additional users, etc

Example:

A window at the PDC office (173 Benefit) was found broken this morning (9.25.2025). It is at the corner of the building overlooking What Cheer (see photos).

It has been raining all day so water is getting into the building, please replace asap.

Call me (Anthia) at 401.263.4244, or Paul Barry (##) (other office occupant) to schedule, as the door to the office remains locked when we are around campus.



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Linked Document Select Category Image

Submit Request

Example:

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Window is at the corner of the building overlooking What Cheer (please see photos).

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Linked Document Image

Description

Browse for File

Submit Request



WORK ORDER REQUEST Communications

1 From: <dispatch@webtma.com>
Date: Tue, 22 Jul 2025 at 14:25
Subject: Request # 26165 successfully submitted

3 From: <dispatch@webtma.com>
Date: Fri, Sep 19, 2025 at 10:47 AM
Subject: Your work order FAC-39135 has been
scheduled for completion.

2 From: <dispatch@webtma.com>
Date: Mon, Sep 8, 2025 at 8:23 AM
Subject: Request # 27202 has been converted to Work Order

2.5 Evaluation
Assessment
Communication If/As Needed

3.5 Investigation
Procurement
Fabrication
Scheduling
Installation
Communication If/As Needed

4 From: <dispatch@webtma.com>
Date: Tue, Aug 12, 2025 at 7:55 AM
Subject: Work Order: FAC-38240 has been completed



DRAFT 09.25.25

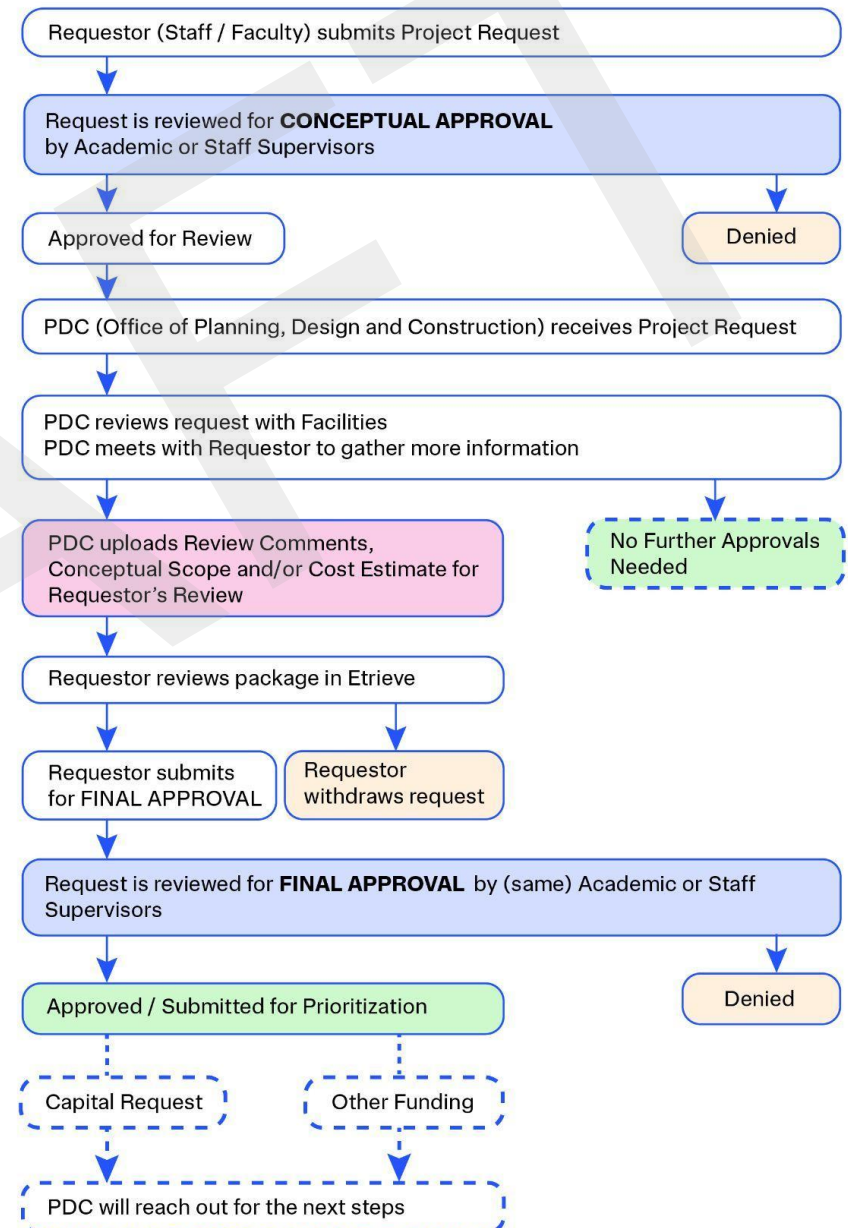
PROJECT REQUEST Recent Changes

CONCEPTUAL APPROVAL | Supervisors Review and Approve:

- PDC meeting with the requestor
- PDC gathering more information
- Preliminary code review (if applicable)
- Conceptual cost estimating (if applicable)

FINAL APPROVAL | Supervisors Review and Approve:

- Project's importance to RISD's mission
- Project viability
- Financial commitment
- Timeframe





PROJECT REQUEST Filling out the form

PROJECT INFORMATION

New Space Needed? ☒ YES ☐ NO

Square Feet Needed
500 SF

Proposed Use of Space
Additional office space

Timeframe
TEMP

From
ASAP

Type of Space Needed (studio, office, shop, etc.)
Office / Touchdown space for 6 interns!

Characteristics of Space Needed (sinks, ventilation, etc.)
Power outlets, wifi, (6) desks (or counterspace) and chairs

Reason for Request
Our office is collaborating with Artist Mentor Program X...

Is Funding Available? **How Much?**
NO

Please Identify Source / Cost Center

Completion by
September 2026

PROJECT INFORMATION

New Space Needed? ☐ YES ☒ NO

Buildings Room(s)
173 Benefit Street **101**

Current Use of Space
Office

Proposed Use of Space
Office

Renovation Required (include marked up floorplan if possible)
Paint all interior walls and ceiling RISD Blue

Reason for Request
Align with RISD's Brand Identity

Is Funding Available? **How Much?**
Yes **\$500**

Please Identify Source / Cost Center
PDC Operating

Completion by
ASAP



PROJECT REQUEST Communications

1. Email notification (automatic from Etrieve@ [risd.edu](mailto:etrieve@risd.edu))
 - After each supervisor approval
 - When Project has been **Conceptually Approved (or Denied)**
2. Email notification (from PDC | Paul / Anthia) to schedule a scope meeting, discuss request
3. Email notification (automatic from Etrieve@ [risd.edu](mailto:etrieve@risd.edu))
 - When PDC has uploaded **Review Comments / Materials**
 - If **No Further Approvals Needed**

*Opportunity to review materials on Etrieve and
Submit for Final Approvals OR **Retract** Request*
4. Email notification (automatic from Etrieve@ [risd.edu](mailto:etrieve@risd.edu))
 - After each supervisor approval
 - When Project has been **Finally Approved for Prioritization**



QUESTIONS ?

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DRAFT