

Submitting a Facilities Work Order

You can submit a work order in three different ways. First by going to <http://tma.western.edu/>, click on Submit a Request on the left hand side of the screen under Work Request. The second way is to go to <https://collaborate.western.edu/SitePages/Welcome.aspx>, click on Facilities Work Order under Submit Requests. The third way is to go to <https://western.edu/about/administration/facility-services/>, scroll to the bottom of the page and click Submit a work order.

Screenshot going straight to TMA:

The screenshot displays the TMA SYSTEMS website interface. At the top left is the TMA SYSTEMS logo. Below it is a 'Site Menu' navigation bar. The menu items are: Home, Work Request (highlighted with a yellow circle), Work Order, Key Request, Minor Capital Project Request, Other Options, Material Request, and Search by Number. The 'Work Request' item is expanded, showing 'Submit a Request' and 'Query Request'. The 'Other Options' section contains a dropdown menu with 'Please select from list' and a 'GO' button. The 'Material Request' section contains 'Catalog Search', 'View My Cart', and 'Checkout'. The 'Search by Number' section contains a dropdown menu with 'Work Order' and a search input field with a '>>' button. At the bottom left, it says 'About TMA iServiceDesk v6.3.4'. On the right side of the page, there is a header area that says 'Welcome to WebTMA iServiceDesk'.

Screenshot going to Collaborate:

From the Administration (see All)

View

There are no items to show in the view of the "Administrators" list.

WesternInfo (add New, see All)

Title	Created
Campus Bike Train - Walk, Getting to Campus!	11/17/2022 10:57 AM
Summer Valley Animal Welfare - Interview with TORO IT	10/28/2022 11:15 AM
Quick orientation - Manual Health Training: QM Update 2301 from 10am - 12pm	10/28/2022 11:02 AM
Manual Health Training: QM Update 2301 from 10am - 12pm	10/28/2022 11:04 AM
2022 Community Health and Quality Update - Office	10/27/2022 11:04 AM
WHS Training	10/27/2022 11:08 AM
All Department Orientation Today - Thursday October 28th at 10:29 in the Grand Canyon Hall - 10412	10/27/2022 11:17 AM
All Department Orientation - Thursday, October 28, 2022 in the Grand Canyon Hall...	10/27/2022 11:28 AM

Online Services

- Email / Office 365 (Office 365/Outlook)
- Online Courses (Courses)
- My Files (GIF: Campus file access)
- Remote Desktop (GIF: Campus virtual desktop)
- MyWestern (GIF: Services Banner)
- Degree Works (Degree Works)
- Banner (On campus or VPN only)

Popular Links

- Salary Assessment Task Force Report
- Managing Online Time Sheets for Student Employees
- Classified Evaluations
- Career Conversations
- Admitted to a New Program
- Academic Calendar
- Critical Information for Grants

Workday

Workday is live and in production!

We are rolling out functionality over the next several weeks.

Visit Workday@Western to learn more and log in to Workday.

Submit Requests

- [Services Work Order](#)
- [Post a Work Study Job](#)
- [Marketing Services](#)
- [Facilities Card Request](#)
- [Facilities Work Order](#) (WCU network or VPN only)
- [University Center Reservation](#)

Screenshot of Facility Services Website:

TAKE THE NEXT STEP

Western Facility Services

We work hard to serve the Western Colorado University campus to keep the grounds looking beautiful, the buildings in tip-top shape, the walkways cleared and safe and so much more.

Facilities Services is responsible for the management, maintenance and operation of all the university's buildings and grounds as well as the physical development of the campus. Our mission is to build, maintain, operate and renovate enduring facilities, while providing facilities services and support services that exceed our customers' expectations. Our vision is to become a world-class facilities services organization, known for setting the benchmark in excellence and continuous improvement.

As residents of this beautiful Gunnison Valley, we feel it is our responsibility to educate our entire department about environmental issues and sound environmental practices. In practice, we need to respect our environment, recycle and reduce our consumption to ensure that the natural resources we treasure are preserved and sustained for the future. As a department, our priorities, decisions and actions will be guided by their environmental impact. We should pay particular attention to the use of our land, the construction and renovation of our facilities, our consumption of energy and other resources, and our choices of transportation.

We strive to be an active and responsible partner in the university's achievement of its mission, vision and strategic objectives. Need assistance from Facilities Services? [Submit a work order](#) (requires authentication).

Screenshot of the fillable request form:

Western Colorado University

Submit your Request

Facility:

Building:

Floor:

Area:

Name:

Phone #:

E-mail Address:

Repair Center:

Account #:

Tag Type:

Tag #:

Department:

Task:

Request:

Submit

Please complete in detail as much as possible by using the drop-down arrows. If you have a specific account # please enter it in there even though it isn't in yellow.

Facility: Will ALWAYS be Western Colorado University.

Building: Whatever building you a submitting the work order for.

Floor: This is not needed.

Area: Whatever "area" you are submitting the work order for. Examples: classroom, office, specific dormitory room, restroom, lounge, conference room, etc.

Name: This will be your name because you are submitting the work order.

Phone #: This will be the phone number where you can be contacted incase we need to get a hold of you with any questions.

E-mail Address: This will be your e-mail address.

Repair Center: Autofills to Facilities Services when you select Western Colorado University.

Account #: If you know what account number any parts for repairs will be charged to, please enter that here.

Tag Type: Keep as Area

Tag #: This is not needed.

Department: Whatever "department" you are submitting the work order for. Examples: Athletics, Campus Life, Library, etc.

Task: This is not needed.

Request: This is where you are going to explain in as much detail as possible what you are putting a work order request in for. The more details you can include the better.

