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:
Western Facility Services

We work hard to keep the Western Colorado University campus looking beautiful, the buildings in 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 benchmarks in excellence and continuous improvement.

As residents of the 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 way we travel, 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? (link to a form; requires authentication).

TAKE THE NEXT STEP
Screenshot of the fillable request form:

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.