2006-07 BA #21
Date Issued 8/06

TO: ADMINISTRATORS, OFFICE STAFF, DIRECTORS, and BUILDING

SUPERINTENDENTS

FROM: Dennis Van Horn, Associate Superintendent for Business Affairs

Scott Wieskamp, Director of Facilities & Maintenance

SUBJECT: REPAIR REQUEST

The **TMA Work Request System** should be used to submit repair requests.

- ✓ Provide all necessary information regarding your request to your building's office personnel who have been trained and authorized to work in the TMA Work Request System.
- ✓ Only trained and authorized personnel can enter a work request by following instructions set forth in the TMA Training Manual. Use example of application for TMA authorization on page 2 of this bulletin.

The following are required fields and must be included when a repair request is submitted (see page 3 for sample TMA electronic form):

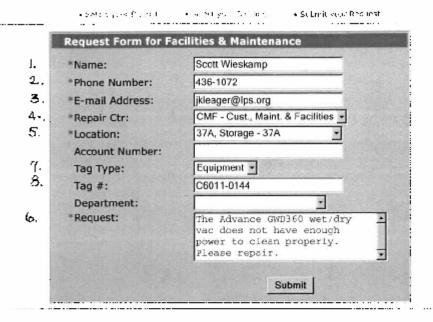
- 1. Requester's name <u>must</u> be entered.
- 2. Phone number.
- Email address.
- 4. Repair Center (CMF).
- 5. Location use specific location (room number, area of grounds, etc.). Always use the room number and not the room name.
- 6. Request information provide accurate and complete description, indicating where repair is needed in a particular room (i.e., west wall). Use the cabinet catalog for ordering cabinets. Attach a drawing of what is needed. <u>Justification must be given</u> for all requests.
 - For Custodial Equipment Only:
- 7. Tag Type choose equipment; if not listing a piece of custodial equipment, leave as "Location."
- 8. Tag # enter as per example.

Custodial Maintenance and Facilities Application For Authorization to Enter TMA Work Requests

The following employee has building level approval to enter TMA Work Requests via the Internet:	
Name:	Location:
Position:	Internet E-Mail Address:
Phone Number:	Effective Date:
Check One	Additional Requester: Replacement Requester:
	uld no longer have authorization to enter Work Requests For this building:
Name:	Location:
Effective Date:	
Administrator's Signature:	
Date:	
CMF Use Only	
Approved By:	
Date	

Your Internet Work Request Authorization will be set up after the completed form is received and approved by CMF.

Mail or Fax completed form to: Scott Wieskamp at CMF, Fax 436-1557



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http://tmaa1.1ps.net:90/building/select.ogi

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