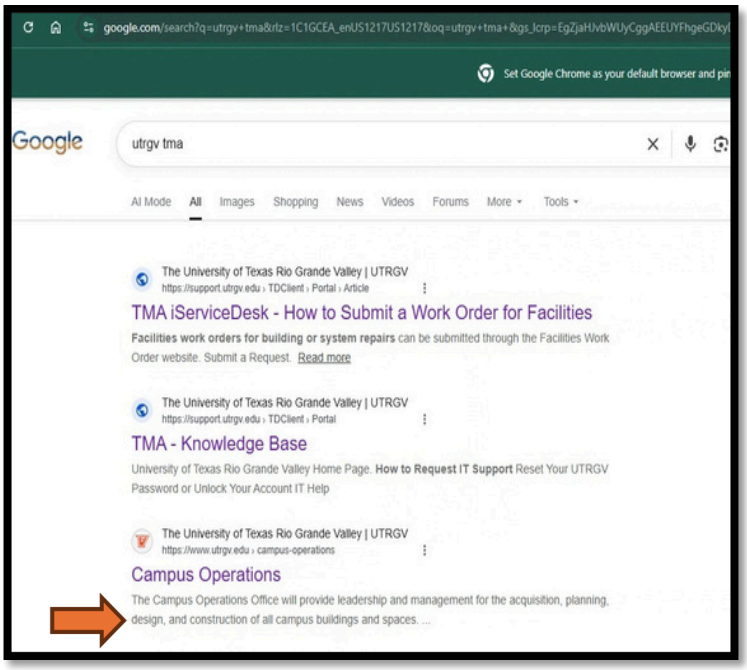
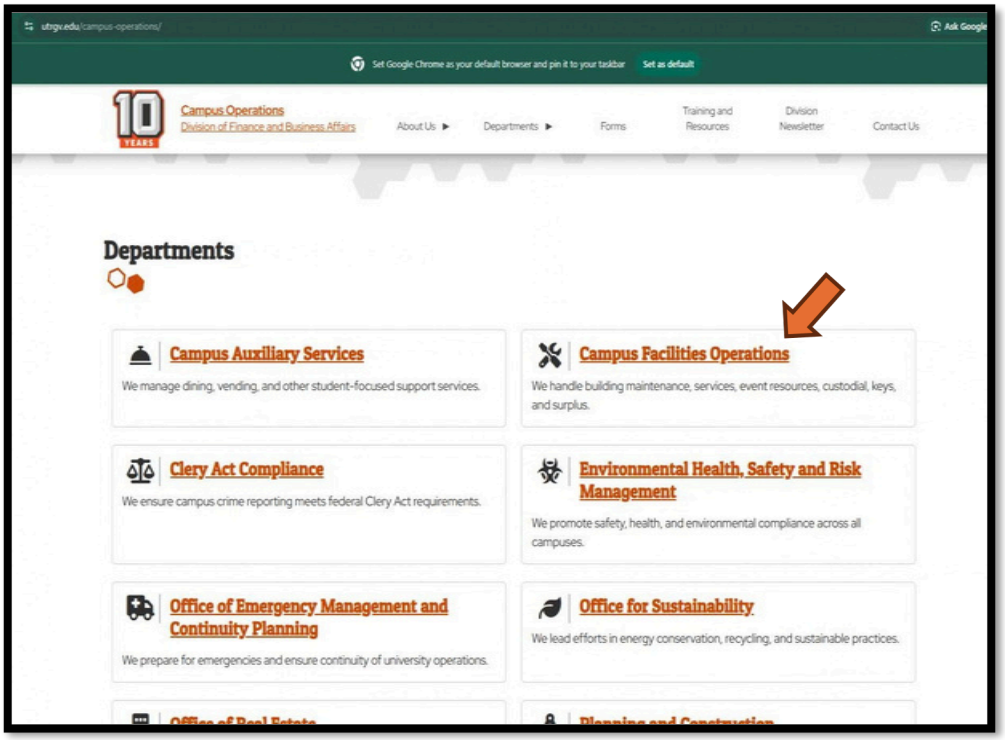
How to Submit a Work Order Request

https://www.utrgv.edu/campus-operations/

Here is the direct link to the website.

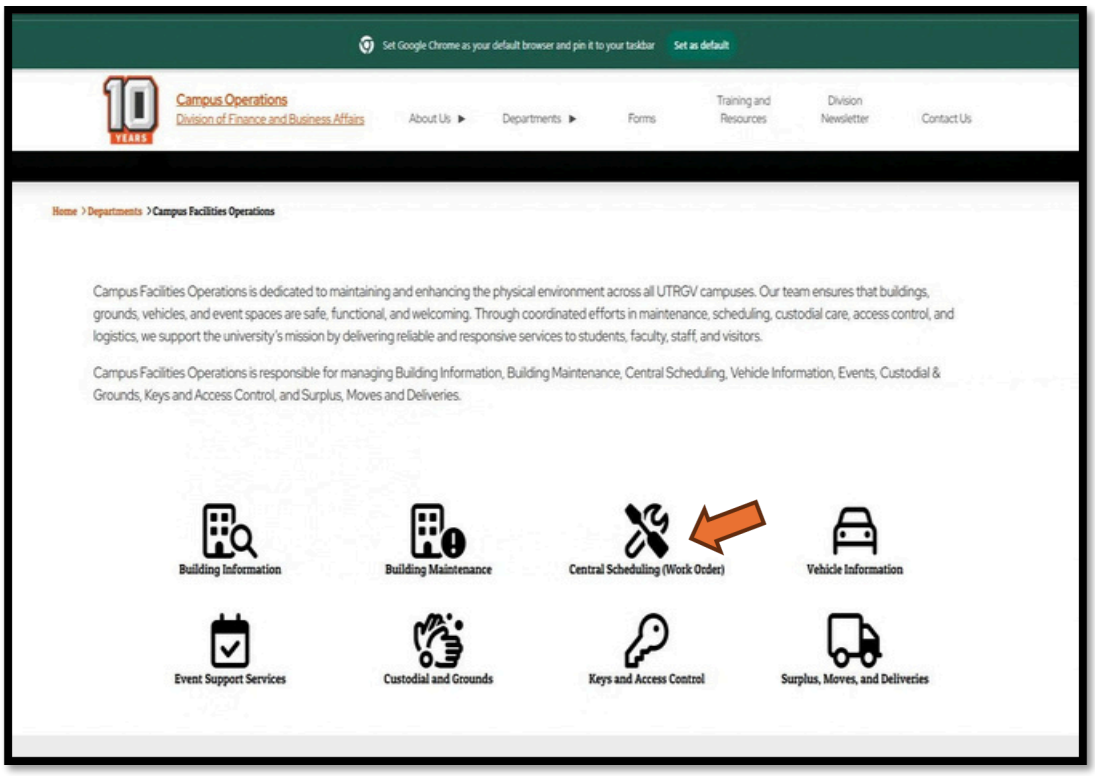


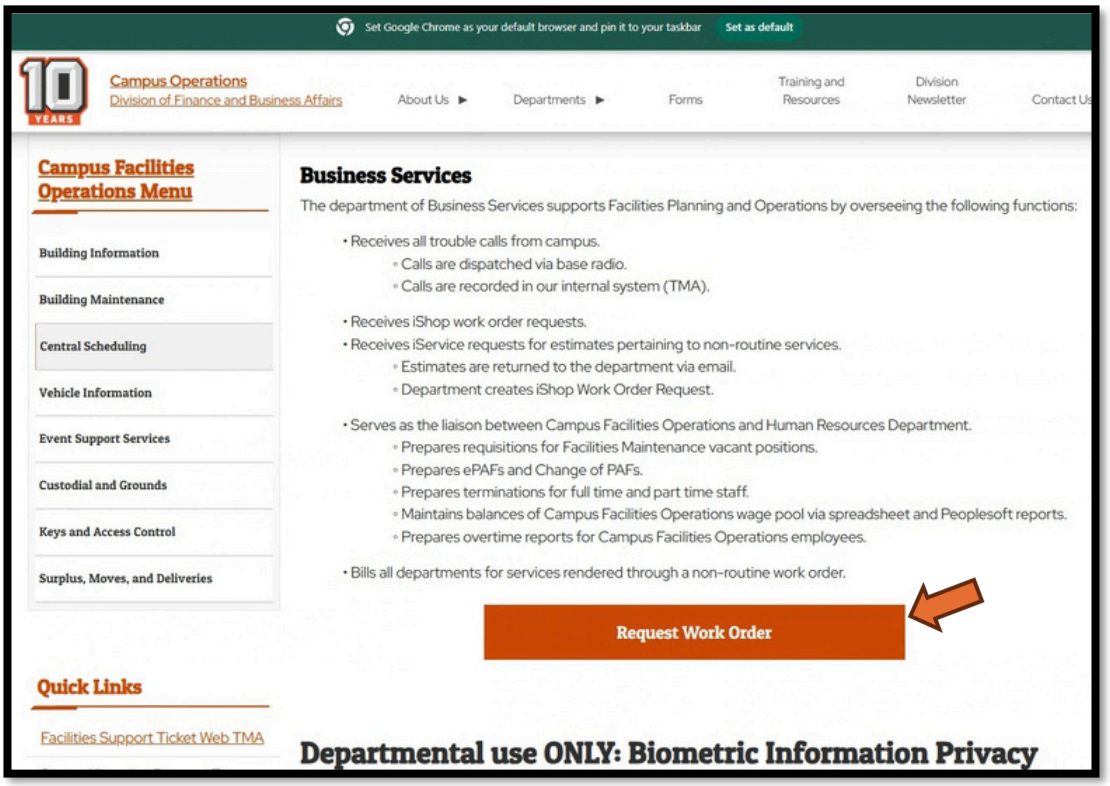
1. Open your preferred search engine and search for “UTRGV TMA” or “UTRGV Campus Operations.”
2. In the search results, locate and click the hyperlink labeled “Campus Operations.”



After clicking “**Campus Operations**,” you will be redirected to the Campus Operations webpage. Here, you will see a list of available departments. Locate and click on “**Campus Facilities Operations.**”

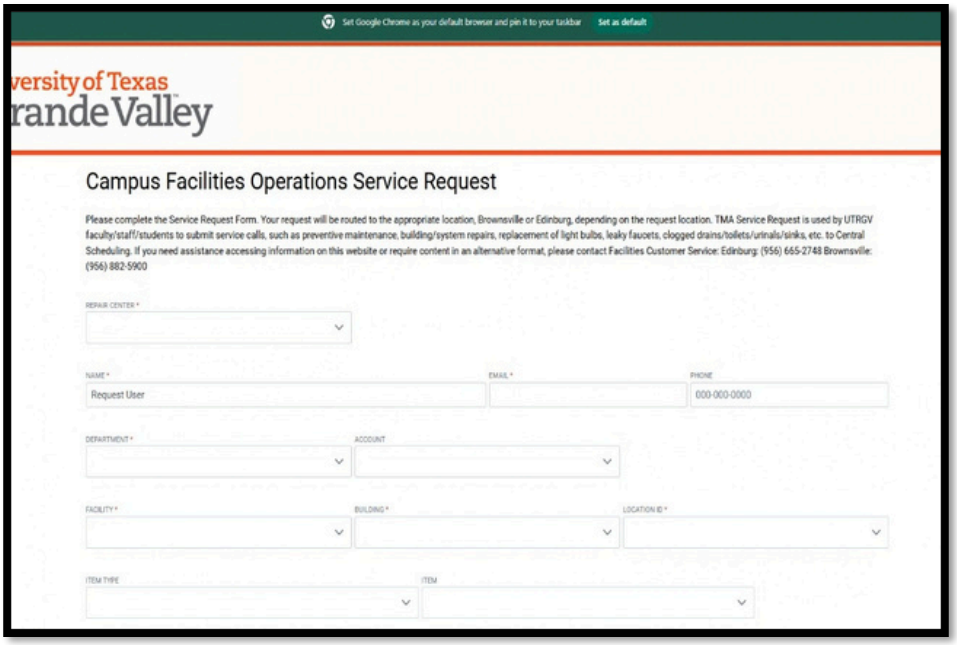
After clicking “**Campus Facilities Operations**,” you will be redirected to another page. On this page, locate and select the option labeled “**Central Scheduling (Work Orde**r).”





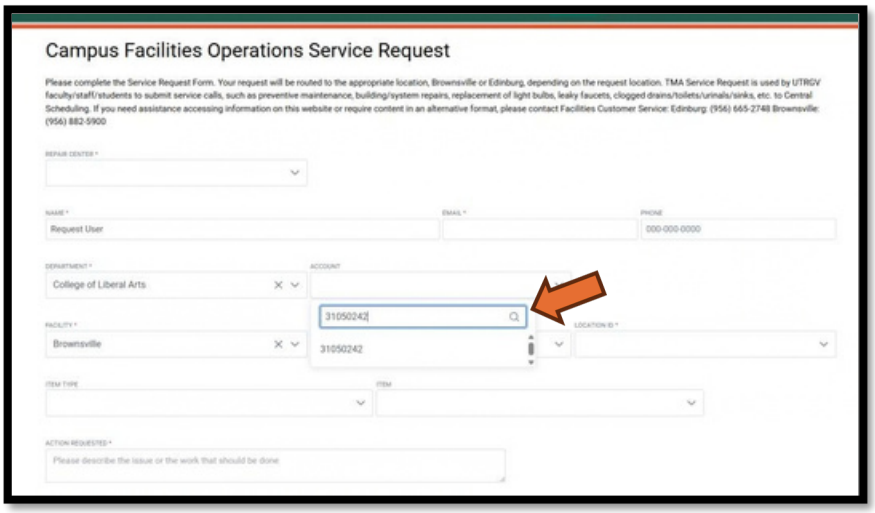
After clicking “Central Scheduling (**Work Order**),” you will be redirected to the Central Scheduling webpage.

On this page, locate the large “**Request Work Order**” button and click it to begin submitting your work order request.



You will then begin filling out the required information for the work order.

- **Name**: Enter your full name.
- **Phone**: Enter the office phone number. Do not use your personal phone number.



As you continue completing the work order form, you will come across a field labeled “Account.”

- **Account**: The account number is the Cost Center associated with the request. This number may vary depending on the type of request being submitted.
- **Verify the Cost Center:** Before entering the account number, check with your supervisor to confirm the correct Cost Center. Do not guess or use a previous number without verifying that it applies to the current request.

Documentation

After submitting the work order, documentation must be completed:

1. Take a snip or screenshot of the completed/submitted form for your records.
2. Email the screenshot to your supervisor so they have confirmation that the request was submitted.
3. Save a copy in the appropriate shared folder for office records.

Remember: Documentation is an important part of every work order. Keeping a record of submitted requests helps ensure that requests can be tracked and followed up on when needed.

Please note: All work orders should be logged internally to maintain communication throughout the department. It is highly recommended to have a one drive excel sheet that all employees can access, to see what has been requested and answer any questions that facilities may ask.