

1) Navigate to the Facilities Management Website, scroll down and click “Facilities/Operations Work Order Request Form”

Project Archives > needs. Enhance campus life and activities by continuous development of a unique physical setting and campus landscape.

**Main Office:**  
Location: [Facilities Management Building](#)  
Hours: Monday - Friday, 7:45am - 4:30pm  
Phone: 920-465-2394  
Fax: 920-465-2178  
Email: [facilities@uwgb.edu](mailto:facilities@uwgb.edu)  
Mailing Address:  
Facilities Management  
2420 Nicolet Drive  
Green Bay, WI 54311-7001

**Forms & Information**

- [Facilities Use Request Form](#)

**Policies**

- [Campus Space Heater Policy](#)

**Repairs - Remodeling - Custodial:**

- [Facilities/Operations Work Order Request Form](#) 
- [Carpet and Paint Standards](#)

**For Office Moves and Setups:**

- [Office Move Planning Information & Coordination](#)

2) Switch the Work Request field to Work Order

**Site Menu** TMA /ServiceDesk

Home

**Work Request**  
Submit a Request

**Search by Number**   
Work Request

About: TMA /ServiceDesk v6.3.1

Welcome to TMA /ServiceDesk

**NOTE:** If you are using Internet Explorer (IE), the Compatibility View setting must be turned off. If you have issues using drop down lists on this site, please follow these instructions: [Turn Off Compatibility Mode](#)

Welcome to UW-Green Bay Facilities Management TMA /ServiceDesk.

If this is an emergency, please contact Facilities Management at ext 2394.

Functionality of TMA /ServiceDesk includes the following:

- Submit work requests using the site menu link
- Search open and complete work requests and work orders
- Check status of work requests and work orders

Thank you for using TMA /ServiceDesk. Any questions regarding work order requests, please call Facilities Management at ext 2394 or Facilities Operations at ext 2241.

- 3) Type in the work order number, almost all the time it will start with PP- then the number, ex. PP-74089. If PP does not work try HM

The screenshot shows the TMA iServiceDesk interface. On the left is a 'Site Menu' with options like 'Home', 'Work Request', and 'Search by Number'. The 'Search by Number' section has a dropdown menu set to 'Work Order' and a search box containing 'pp-74089'. A red arrow points to the search button. The main content area displays a welcome message and a list of site functionalities.

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- 4) Click on the 
- 5) The work order should populate

Work Order # PP-74089

**Work Status:**  
**Date Complete:**

**Facility:** UW Green Bay  
**Reference #:**  
**Building:** COFRIN LIBRARY  
**Location ID:** [2025-604K](#)  
**Tag Number:**  
**Priority:** Routine  
**Item Description:** READING/STUDY  
**Request Date:** 04/30/2019  
**Request Time:** 11:54:00  
**Requestor:** Erica Grunseth  
**Requestor Phone:** 920-465-2304  
**Requestor Email:** [grunsete@uwgb.edu](mailto:grunsete@uwgb.edu)  
**Schedule Date:** 05/01/2019  
**Date Last Posted:** 05/08/2019  
**Work Status:**  
**Trade:** MAINTENANCE  
**Date Complete:**  
**Contractor Name:**  
**Main Charge Account:** 1023601006 Library  
**Charge?** Yes  
**Est End Date:**  
**Task Code:** [224](#)  
**Task Description:** INTERIOR SIGNAGE

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**Requested Action:** I need a plaque put on the wall. Thanks!  
Account #: 102 36 0100 6  
**Corrective Action:**

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[Update](#) the Work Order when the requested action has been completed.