

# New Work Order System!!

Students at MGA can now enter their own work orders, via the new system called TMA. This will allow students to give more details concerning their request, as well as provide contact information in case follow up is needed. Direct access to submitting work orders will also eliminate the time between a student telling someone in Housing and that person being able to submit it on their behalf. The website to submit a work order can be found here—[WebTMA - WebTMA](#) . If you have questions, please visit the [Facilities Website](#).



Middle Georgia  
State University

## SAMPLE FORM

### FACILITIES SERVICE REQUEST FORM

Requestor Name\*

Request Date\*

Phone #

Priority

Requestor Email

Notify Me

Facility Name

Building Name

Floor Code

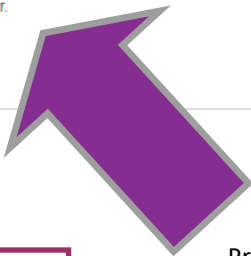
Area #

Type in your full name and hit TAB.  
Enter your cell phone number with area code.  
**YOU MUST USE YOUR MGA EMAIL!!!**  
**See chart below for Explanation of Priority Levels.**  
Facility Name = Campus  
Area # = Room #

Action Requested\*

Attachments

Submit Request



#### Work Order Priority Levels:

Routine—most work orders will be routine

High—small leaks, clogs that cannot be cleared with plunger, broken refrigerators

Emergency—non-life threatening requests that include HVAC, smoke/fire, glass, water, and hazardous materials (such as blood or gasoline)

Safety—if there is something that is a safety risk, please use this level and contact Campus Police at 478-471-2414

Provide as many details about your request as possible. What is in need of repair? On what side of the room is the item located? Is it the top or bottom drawer? Is it a fast or slow leak? The more details you provide, the better equipped Facilities will be to address it quickly.

Key Requests are NOT accepted via the work order system!!! See your hall staff.