Looking up a Facilities Work Order

Transaction Date	Document	Description
8-Aug-22	TM001003	FS-245156
8-Aug-22	TM001003	FS-246372
8-Aug-22	TM001003	FS-246373
29-Jul-22	TM001002	FS-246211
29-Jul-22	TM001002	FS-246228

All Facilities Work Order charges will have an assigned work order number "FS-xxxxxx". You can look up the details of the work order on the Facilities website. This includes completed work orders as well as those in progress.

Facilities Services website
https://www.coloradocollege.edu/offices/facilities/

In the shaded box under Work Order & Project Requests choose "Submit a Request for a Work Order or Keys"

Announcements & Updates

As of January 1, 2018 Colorado College is Smoke & Tobacco Free

Annual Energy Report

All-Gender Restroom Location Listing

Work Order & Project Requests

- Submit a Request for a Work Order or Keys
- Submit a Project Initiation Form for R & R/Capital Improvement

Looking up a Facilities Work Order

Enter the Work Order number here – be sure to include the hyphen (example: fs-123456)

Then click on the '>>' button, or hit Enter

This form gives you the FOAP charged, pertinent dates, and a brief description of the work that was done. The amount may or may not be listed. If not, you will find that in Banner if the work has been completed.

Site Menu
Home

Work Request
Facility Services Request
Res-Life Request
Custodial Request
Key Request
Query Request

Work Order
Query Work Order

Report Options
Please select from list ▾   GO

Search by Number
Work Order ▾
fs-123456   >>

About TMA iServiceDesk v6.3.4

Do not use this site for emergency requests, please contact:
Facilities Services: 719-389-6568
After Hours & Weekends, Security at 719-389-6707

To Open Work Request:

- Select an area you are requesting service from, Facility Services Request, Res-Life Request or Key Requests.
- Select a Campus then click the >> button
- Select a building then click the >> button.
- Fill out the form completely. **Insure all fields marked with an * are completed or you will not be able to submit the request.**
- When the form is filled out push the submit button.
- You will see a request number. Print or copy this number down for reference.

To find out the status of your request:

- On the left side of the screen under Search by Number choose request.
- Type in the request number in the field provided.
- click the >> button to search.
- You will then see the current status of your request. If the request has been accepted a work order number is provided.
- Click the work order number to view work order detail and the current status.

Work Order Number		Important
FS-246228 for 160-304C		Work Order information is provided in real-time and is subject to change.

Work Status:	Work Complete- Work Order closed out	Date Closed:	07/25/2022

DANGER ASBESTOS

Facility:	MAIN CAMPUS	Reference #:	
Building:	ANTERO APARTMENTS, 1040 N. Cascade	Tag Number:	
Location ID:	160-304C	Item Description:	-Antero Bedroom -Fourth Floor 304C
Priority:	ROUTINE		
Request Date:	06/14/2022	Request Time:	13:48:00
Schedule Date:		Date Last Posted:	07/28/2022
Work Status:	Work Complete- Work Order closed out	Trade:	LOCKSMITH
Date Closed:	07/25/2022	Contractor Name:	
Main Charge Account:	310000-162205-710171-AX ***Housing/Reslife Charges***-Maint	Est Completion Date:	
Task Code:	CS4011	Task Description:	Lock Change
Requested Action:	(160) Antero 304C Single Key Code: 4648 Lock Change please		