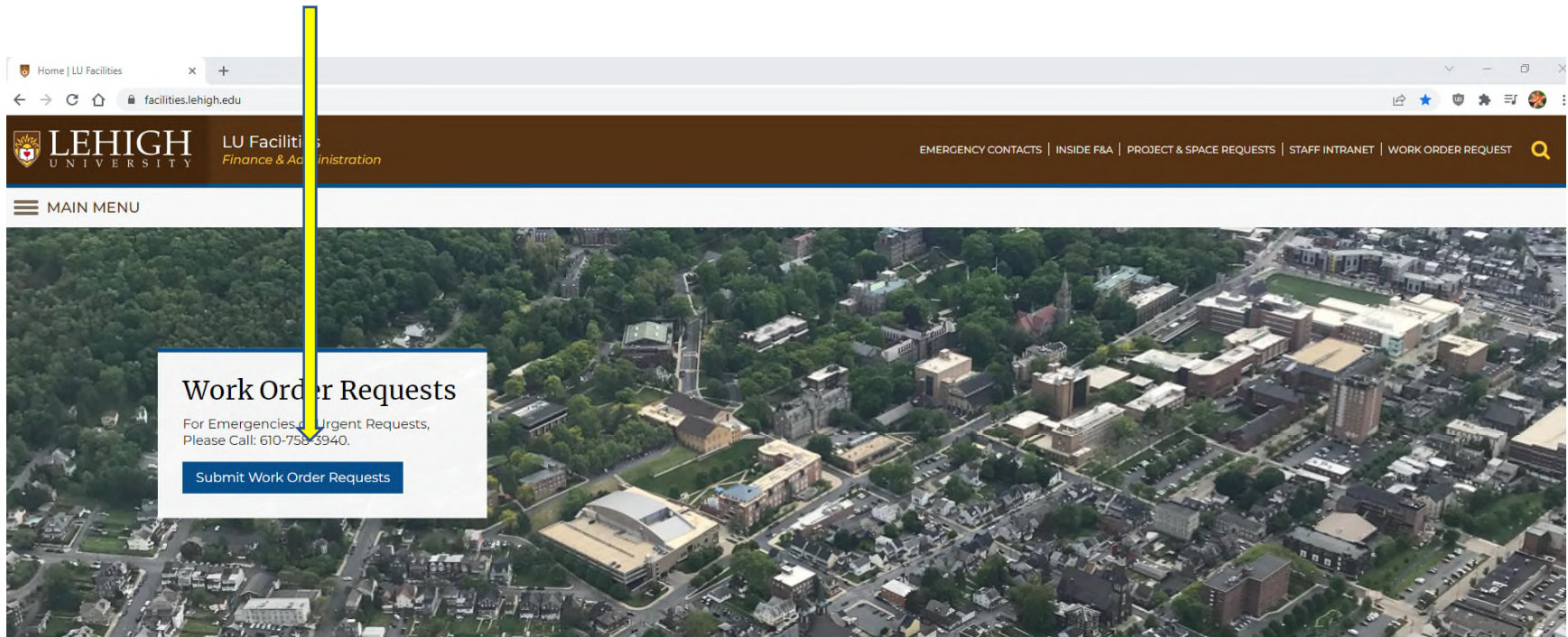


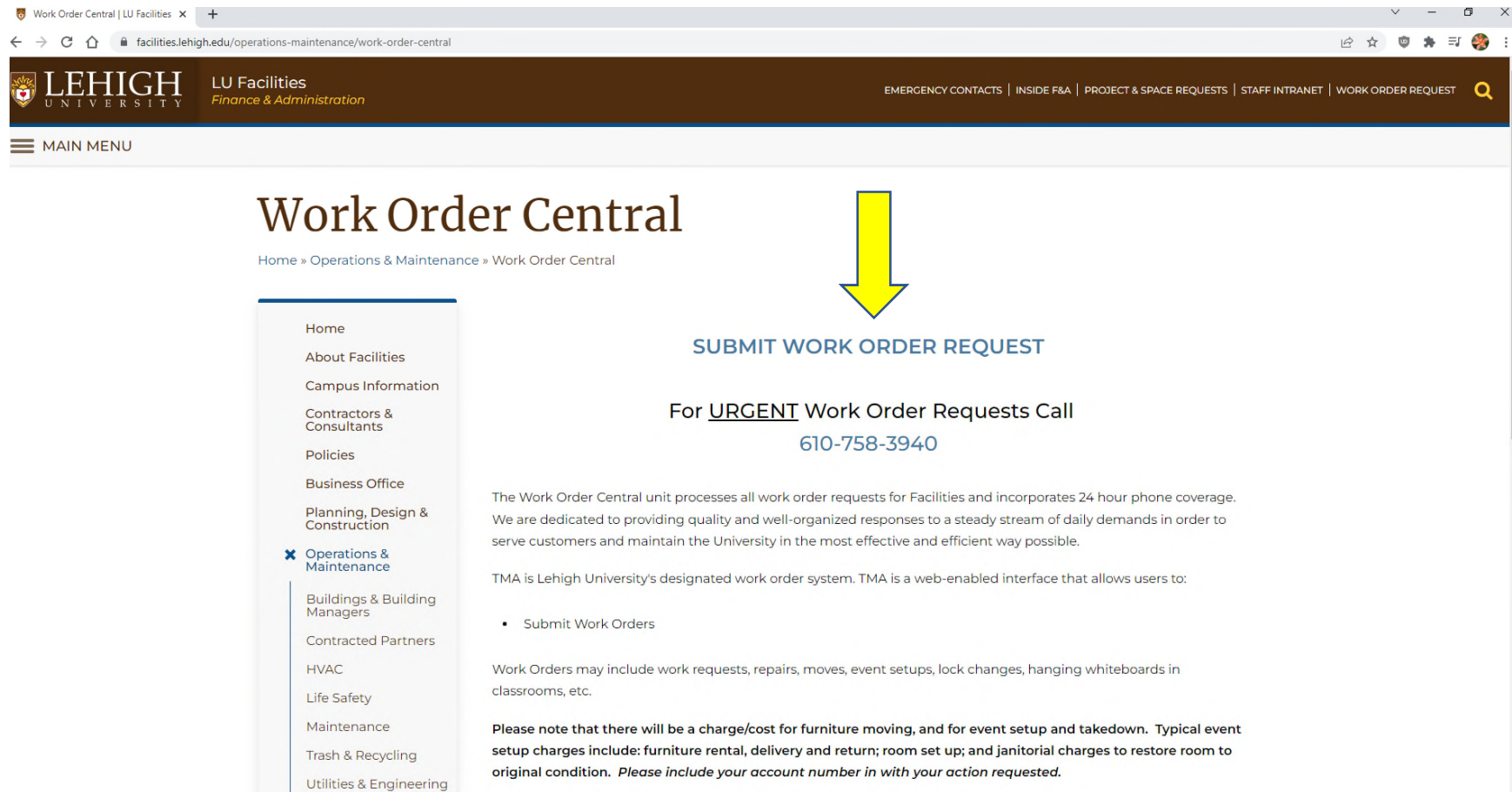
Click on the blue Submit Work Order Requests box



### Lehigh University COVID-19 Precautions

- [Lehigh University COVID-19 Resources](#)

Click on SUBMIT WORK ORDER REQUEST



Work Order Central | LU Facilities

facilities.lehigh.edu/operations-maintenance/work-order-central

LEHIGH UNIVERSITY LU Facilities Finance & Administration

EMERGENCY CONTACTS | INSIDE F&A | PROJECT & SPACE REQUESTS | STAFF INTRANET | WORK ORDER REQUEST

MAIN MENU

# Work Order Central

Home » Operations & Maintenance » Work Order Central

- Home
- About Facilities
- Campus Information
- Contractors & Consultants
- Policies
- Business Office
- Planning, Design & Construction
- Operations & Maintenance**
- Buildings & Building Managers
- Contracted Partners
- HVAC
- Life Safety
- Maintenance
- Trash & Recycling
- Utilities & Engineering

## SUBMIT WORK ORDER REQUEST

For URGENT Work Order Requests Call  
610-758-3940

The Work Order Central unit processes all work order requests for Facilities and incorporates 24 hour phone coverage. We are dedicated to providing quality and well-organized responses to a steady stream of daily demands in order to serve customers and maintain the University in the most effective and efficient way possible.

TMA is Lehigh University's designated work order system. TMA is a web-enabled interface that allows users to:

- Submit Work Orders

Work Orders may include work requests, repairs, moves, event setups, lock changes, hanging whiteboards in classrooms, etc.

**Please note that there will be a charge/cost for furniture moving, and for event setup and takedown. Typical event setup charges include: furniture rental, delivery and return; room set up; and janitorial charges to restore room to original condition. Please include your account number in with your action requested.**

Complete this form.

1. **Requestor Name** – Type your name. Not all names are listed. If your name appears, select it, otherwise just type your name and tab or click on the next line to continue to fill in.

Requestor Name\*

Requestor Email\*

Phone #

Notify Me

Action Requested\*

Account #

Request Date\* 2/8/2022 01:58 PM

Request Type\* Service Request WebTMA7

Facility Name Lehigh University

Building Name\*


Area #

Submit

# SAMPLE

WebTMA - WebTMA

webtma.com/?tkn=tlm7a8qLFLHXlcWft4vZ3PifYrOB2SG7NltsVgF\_we81PJa7Ao7aOvbTdX4Q7jqDO0PNLVU\_u2YnS7ZelFc7x-OwDlw4tvu2wvAP\_F249en0xFrexVAPzdhlb\_n4Hmlbab9hbu-JB58LevaoA08JmmvNu48cxGmJcqZTG5oHqPOgwikTrj



**Requestor Name\*** Test Name

**Requestor Email\*** [Redacted]

**Phone #\*** [Redacted]

**Notify Me**

**Action Requested\*** [Redacted]

**Account #** [Redacted]

**Request Date\*** 2/8/2022 01:58 PM

**Request Type\*** Service Request WebTMA7

**Facility Name** Lehigh University


**Building Name\*** [Redacted]

**Area #\*** [Redacted]

Submit

WebTMA - WebTMA

webtma.com/?tkn=tlm7a8qLFLHXlcWft4vZ3PifYrOB2SG7NltsVgF\_we81PJa7Ao7aOvbTdX4Q7jqDO0PNLVU\_u2YnS7ZelFc7x-OwDlw4tvu2wvAP\_F249en0xFrexVAPzdhlb\_n4Hmlbab9hbu-JB58LevaoA08JmmvNu48cxGmJcqZTG5oHc



**Requestor Name\*** Test Name

**Requestor Email\*** caa2@high.edu

**Phone #\*** 610-758-3941

**Notify Me**

**Action Requested\*** [Redacted]

**Account #** [Redacted]

**Request Date\*** 2/8/2022 01:58 PM

**Request Type\*** Service Request WebTMA7

**Facility Name** Lehigh University

**Building Name\*** [Redacted]

**Area #\*** [Redacted]

Submit

2. **BUILDING NAME** – Start typing your building name. This will start narrowing down the list until you find a match to click on. If this is for an outside event, most of those locations are listed under Campus Grounds as the building. Area # - refers to the room number, or if Campus Grounds refers to a location.

3. **AREA #** - Start typing your room number.

The screenshot shows a web browser window with the URL `webtma.com/?tkn=tlm7a8qLFLHXicWFT4vZ3PIfyOB25G7NitsVgF_we81PJa7Ao7aOvbTdX4Q7jqDO0PNLVU_u2YnS7ZelF7x-OwDJw4tvu2vvAP_F249en0xFrexVAPzdhlb_n4Hmlbab9hbu-JB58LevaoA08JmmvNu48cxGmJcqZTG5oHqPOgwikTrJ6sdpYsQ1...`. The page features the Lehigh University logo and a form with the following fields:

- Requestor Name\***: Test Name
- Requestor Email\***: caa2@lehigh.edu
- Phone #\***: 610-758-3941
- Notify Me**:
- Action Requested\***: (Empty text area)
- Account #**: 21607777380
- Request Date\***: 2/8/2022 01:58 PM
- Request Type\***: Service Request Work Order MA7
- Facility Name\***: Lehigh University
- Building Name\***: Price Hall (highlighted with a yellow arrow)
- Area #\***: 101

A "Submit" button is located at the bottom right of the form.

- 4. **ACTION REQUESTED** - This is a description of what you need done. For an event or a special request, please include your banner index. Even if you enter the account #, it doesn't always transfer to us, so the best practice is to include it here.

*Please remember for events to include the DATE and TIME of your event.  
When you need the items delivered and when we can pick them up.*

- 5. **Account #** - (6 digit Banner Index) – DO NOT ENTER YOUR LIN # . Our system defaults to the building account number (index). For events or special requests you can type over this number. When using a department account (index) number, the 77380 that comes up after your account number is the sub account (which means work order charges). This must remain in the field or it will not transfer to us.

The screenshot shows a web browser window with the URL `webtma.com/?tkn=tlm7a8qLFLHXlcWfT4vZ3PIfyrOB2SG7NltsVgF_we81PJa7Ao7aOvbTdX4Q7jqDO0PNLVU_u2YnS7ZelFc7x-OwDjw4tvu2vvAP_F249en0xFrexVAPzdhlb_n4Hmlbab9hbu-JB58LevaoA08JmmvNu48cxGmJcqZTG5oHqPOgwikTrJ6sdpYsQ1...`. The Lehigh University logo is centered at the top. The form contains the following fields:

- Requestor Name\***: Test Name
- Requestor Email\***: caa2@ehigh.edu
- Phone #\***: 610-758-3941
- Notify Me**:
- Action Requested\***: This is a test of entering a request. Account number xxxxxx
- Account #**: 2160777380
- Request Date\***: 2/8/2022 01:58 PM
- Request Type\***: Service Request WebTMA7
- Facility Name**: Lehigh University
- Building Name**: Price Hall
- Area #\***: 101

A yellow arrow points to the **Submit** button.

YOU CAN NOW PRESS OR CLICK THE SUBMIT BUTTON