



HVAC & Energy Management Services Department

Requesting Air-Conditioning Beyond Normally Scheduled Hours

1. Create a work request in TMA within two weeks of the event.
2. Select “Air Conditioning” as the “Repair Center Name”.
3. Select “AC-A/C Schedule Change” as the “Task Type”
4. In the “Action Requested block; specify the building number or building name, such as Building 3 or Multipurpose, 600 hall, etc. Or, specify the room numbers being affected.
5. List the date, as well as, start and stop times for the event. See example below.
6. For reassurance, select the “notify me box” under the “identity” tab. You’ll be notified when the Work Order is closed, signifying scheduling is complete.

The screenshot displays the WebTMA software interface for creating a work request. The window title is "Request Log B". The interface includes a menu bar (File, Transactions, Parts, Organization, Admin, Reports, Help) and a toolbar with various actions like Add, Edit, Copy, Delete, First, Prev, Next, Last, Search, Print, Help, Save, and Cancel. A left sidebar contains an "Action Menu" with "Add Favorite" and "Add Bookmark" options, and a "Favorites" section with links to Transactions, Parts, Organization, Reports, and Tutorials. The main form area is titled "Identity" and "UDF" and contains the following fields and sections:

- Request Date:** A date selection field.
- Requestor Name:** A dropdown menu.
- Phone #:** A text input field.
- Requestor E-mail:** A text input field.
- Notify Me:** A checked checkbox.
- Action Requested:** A text area containing the example text: "Please schedule AC for Building 3 (Multipurpose) on Saturday, 10/3/15 from 8 AM to 2 PM."
- Additional Comments:** A text area.
- Request Type Desc:** A dropdown menu set to "Web Request".
- Repair Center Name:** A dropdown menu set to "Air Conditioning".
- Facility Name:** A dropdown menu.
- Building Name:** A dropdown menu.
- Room / Area:** A dropdown menu.
- Task Type:** A dropdown menu set to "AC-A/C Schedule Chang", with "AC-Schedule Change" listed below it.

The Windows taskbar at the bottom shows the system tray with a clock displaying 8:11 AM on 11/9/2015 and a battery level indicator at 125%.

If the request wasn't generated prior to 5 PM on the day of the event, or if there are any problems during the event, **call school security at 840-7222**. They'll contact the HVAC department's afterhours supervisor to address the situation.