Steps for Ordering Outdoor Furnishings

This procedure was developed by the Operations department to standardize the process for ordering Outdoor Site Furnishings throughout the District. If you have any questions, please call 480.472.6000.

Step 1: The school/department enters a Work Request on the TMA system. The site will select the style, type of mounting and size of unit(s).

Step 2: Once the site Work Request has been placed, Operations will generate a Request for Scope of the selected unit(s) and area(s) of installation.

Step 3: The Grounds department will visit the site to determine the appropriate location and mounting and they will verify whether or not there are any potential utility line conflicts. The scope information will be shared with the school or department.

Step 4: Operations will convert the Request for Scope into a Work Order, and a Work Order number will be assigned to the project.

Step 5: The school or department will enter a Purchasing Requisition on Visions. The approved Work Order number, along with the number of unit(s), mounting instructions, color selection, and installation details should all be included on the Purchasing Requisition.