

Submitting Work Order requests to Facilities!

Maybe your door jammed. Maybe your ceiling sprung a leak. Or maybe a family of dancing squirrels moved into your attic. NO MATTER! The Office of Facilities Maintenance is here to keep you warm, safe, and dry. Please follow the following steps to submit a work order to the Office of Facilities Maintenance.

1. Go to www.myschoolbuilding.com
 - a. You will see the following page:

Current SchoolDude User? Login Here!

| | | |
|----------------------|--------------------------|--|
| Email | Password | Sign In |
| <input type="text"/> | <input type="password"/> | <input type="button" value="Sign In"/> |

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! ▼

- b. Should be pretty self-explanatory. If you've done this before, log in. If you're new to the system, click on the drop-down to register.
2. Once done, you'll need to enter an account number for Capital.
 - a. This bad boy is **924322674**
 - i. Any necessary password will default to "password"
 1. Submit
3. Follow the various prompts to reach the "maintenance request" form (sample on next page)
 - a. Please fill out location (and area, if applicable)
 - b. For problem type, most issues will fall under categories like plumbing, electrical, housekeeping, pest-control, or **general maintenance**.
 - c. If your request deals with matters of life-safety, please tick off the "maintenance emergency" box.
 - i. Please reserve this box for safety concerns. Really, it makes our lives easier.
 - ii. Note the emergency number for public safety: **(614) 236-6666**
 1. If you're in trouble, call them first.
 - d. Please describe your incident in detail. It helps considerably.
 - i. You might need that password again, defaults to "password" unless changed in settings tab.
 - e. Submit.
 - i. Woo!

And there you have it; the short version to getting your issues reported. I've included this attractive reference card for those who like to leave this sort of thing on their fridges.

| | |
|---|--|
|  <p>Capital University OFFICE OF FACILITIES MANAGEMENT</p> <p><u>Submitting a work request</u></p> <ul style="list-style-type: none">• www.myschoolbuilding.com• Account # 924322674• Password is "password" <p>Handy reference card for your convenience..</p> | <p>Emergency Numbers</p> <p>Monday-Friday, 8-5 (614) 236-6211</p> <p>Nights/Weekends (614) 746-6068</p> |
|---|--|

Thanks for your time, and welcome to Capital.

Sample page of the submission form:

Welcome

To submit your request complete the following form.

Indicates required information.

Step 1 Please be yourself, click [here](#) if you are not Fred Dude

| | | |
|------------------------------|--------------------------|----------------------------------|
| First Name Fred | Last Name Dude | Email fdude@geewiz.com |
| Phone 919-555-4678 | Pager | Cellular Phone |

Step 2 Location

-- Select Location --

Area
-- Select Area --

Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:



Maintenance Help Desk:

Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.



Athletic Fields



Audio/Visual



Cafeteria



Carpentry



Climate Control



Custodial



Electrical



Food Services



Heating/Ventilation /Air
Conditioning



Lighting



Office Supplies



Plumbing



Windows

Maintenance Emergency

Check here if this is an emergency or call any of the emergency contacts below.

| Contact Name | Contact Phone |
|---------------------|---------------|
| No contacts listed. | |

Step 4 Please describe your problem or request.

Step 5 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. Click [here](#) for assistance in date entry.)

Step 6 Submittal Password

..... [Forgot Password?](#)

Step 7