



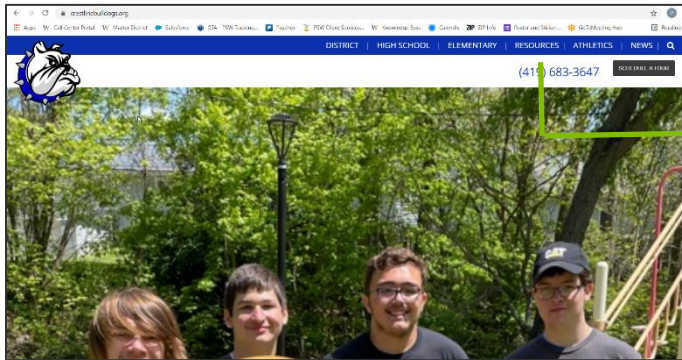
Maintenance Work Request Procedures

Crestline Exempted Village Schools

Smarter Solutions. Safer Schools.

ONLINE WORK REQUEST TUTORIAL

The following presents the procedures employees should follow to submit work requests to Facilities Management. Daily support needs such as refilling paper towel or soap dispensers do not require a work request and should continue to be directed to the building custodian.

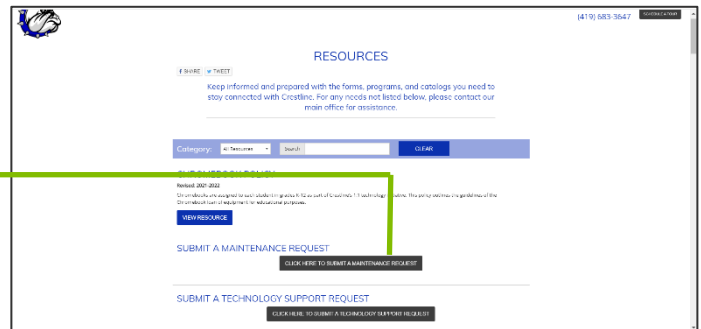


To begin, go to the Crestline EVS website:

www.crestlinebulldogs.org

then **click on "Resources."**

On the next screen, **click on "Submit a Maintenance Request."**



Work Request		Request No.: New
		Date Submitted: 09-07-16
		Status:
		Status Date:
REQUESTOR	DESCRIPTION	
Select Role <input type="text"/>	Work Description / Information / Comments <input type="text"/>	
First Name <input type="text"/>	Equip. / Tag No. (if applicable) <input type="text"/>	
Last Name <input type="text"/>	Attachments Add Attachment	
Telephone No. (optional) <input type="text"/>	No attachments added	
Email Address (required if email turned on below) <input type="text"/>		
LOCATION OF WORK / ISSUE	OFFICE USE	
Site Main Office <input type="text"/>	Category <input type="text"/>	
Building Main <input type="text"/>	Account Code <input type="text"/>	
Where in the Building <input type="text"/>	Dept to which request should be sent Facilities Management (FM)	
Please describe the location very accurately. The better the location is defined, the easier it is to address your request. Include the wing, floor, and/or room number if appropriate.	If this issue is not covered under a central budget, enter an account code to which the work can be charged. If you would like an estimate or want to state a price limit for the work, add a comment above.	
<input checked="" type="checkbox"/> Check here to receive email updates as your request moves through the system.		
	Submit	Exit / Back

On the final screen, fill out the online request form. Be descriptive and include as much detail as possible. **Clearly explain the work that you are requesting to be completed.** Include as many details as appropriate.

Clearly state where the work is located in the building. Include room number and anything else that will help clarify the location.

If you leave the box checked in the lower left corner of the form and provide a valid email address, the system will automatically notify you via email as your request moves through the system.

When you have completed the form, **click on "Submit."** Your request will be sent to the Maintenance Department for approval.