



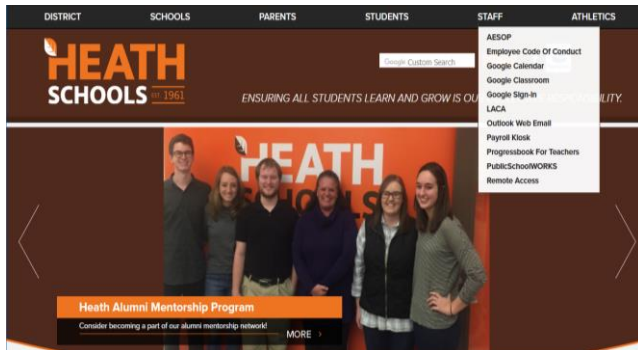
Maintenance Work Request Procedures

Heath City 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.

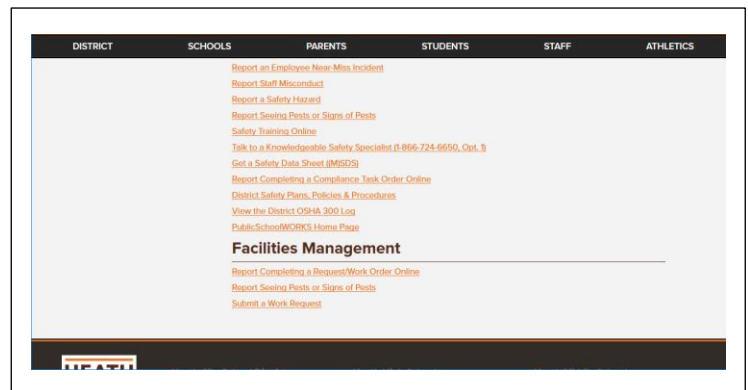


To begin, go to the Heath City Schools website:

www.heath.k12.oh.us

then **put your cursor on "Staff."** Select **PublicSchoolWORKS** from dropdown

On the next screen, **click on "Submit a Work Maintenance Request"** under Facilities Management.



Work Request

Request No.: New
Date Submitted: 09-07-16
Status:
Status Date:

REQUESTOR

First Name
Last Name
Telephone No. (optional)
Email Address (required if email turned on below)

LOCATION OF WORK / ISSUE

Site
Building
Where in the Building

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.

Check here to receive email updates as your request moves through the system.

DESCRIPTION

Work Description / Information / Comments

Equip. / Tag No. (if applicable)

Attachments
No attachments added

OFFICE USE

Category
Account Code
Dept to which request should be sent
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.

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.