

SCHOOLDUDE WORK ORDER PROCEDURE

1. Pull up RSSS web site home page
2. Go to Departments
3. Operations, Maintenance
4. Scroll down about half way to where you see “SchoolDude log in”. Click on the blue highlighted “Schooldude work order log in”
5. A page will come up that says Current User? Login Here!
6. Enter your RSSS email and your SchoolDude password.
7. Click on sign in
8. When the page comes up check the tab at the top to make sure it says Maint Request
9. Check Step 1 to make sure it’s correct
10. Check Step 2 to make sure your location is correct. Also, add your room number or the location of the problem
11. Leave the box in Step #2 unchecked! (Do not check the box that says “Yes, remember my area entries for my next request entry.)
12. Step 3, click on the icon that best describes what your problem is
13. Step 4, in detail, please describe your problem.
 - a) *Keep crafts separate – you can put more than one electrical item on a work order, but make sure that you put only electrical on that work ticket. If you need carpentry repairs, do another work order for the carpentry issues.*
 - b) *Who - if this involves people, who do I need to see for more details.*
 - c) *What - What priority? Tell me what is wrong or broken, more detail is better*
 - d) *Where - where is the problem at? This needs to include building/area/location and room number.*
 - e) *When - when did problem start, if relevant? Ongoing?*
 - f) *How - It’s supposed to move and doesn’t or it’s not supposed to move and it does.*

“Door won’t close” is not a good example.

We need to know what kind of door, exit door that goes to the outside, inside, hallway, classroom, bathroom or bathroom stall door. What is wrong... is it’s out of alignment, is the lock broke. Will the school be secure for the night?

Example #1 – Our exit door from the main building to the bus lot will not lock. We can’t secure the building for the night.

Example #2 – The door on hallway B has problems with the strike plate when you open/close. This is not an exit door and school is secure.

“Broken window, send help” is not a good example.

Example #1 – Classroom 27 has a window that is broken out completely. This is an outside window and the school is unsecure.

Example #2 – A window on the green hallway is broken. This is an inside window and the school is secure for the night.

14. Step 5, enter your SchoolDude password to submit your work order.
15. Step 6 click submit