

CUSTODIAL WORK ORDERS

Organization number for "My School Building": 615385294

Submittal Password: joshuaisd

The Custodial Staff is your first line of defense in certain instances.

Before submitting a maintenance work order, please submit a Custodial work order to take care of the following situations:

- Burnt out light bulbs
- Toilets overflowing or running constantly
- Blown breakers
- Replacing pencil sharpeners (each campus is responsible for purchasing their pencil sharpeners)
- Moving furniture within your campus
- Repairing chair leg feet including feet on student desk
- Adjusting height on tables and student desk
- Tightening screws on furniture
- Moving risers within your campus (except High School)
- Putting together small amounts of new furniture
- Stopped up water fountains
- Refill paper towel, toilet paper, hand soap and hand sanitizer dispensers
- Events set up within your own campus
- Remove graffiti from surfaces
- Replace wet or stained ceiling tile

If you are ever in doubt if an item is a Custodial or Maintenance issue, just ask your Lead Custodian on your campus! ☺

How to fill out a work order:

- Choose campus location
 - Choose purpose code: Custodial or Maintenance
 - Room number or area location
 - Craft
 - Description or problem
 - Time available
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You can generate a Custodial or Maintenance work order through the following link:

<http://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?frompage=/myschoolbuilding/myrequests.asp>

Thank you,
Eddie Myers
JISD Custodial/Warehouse/Events Supervisor
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