

SchoolDude

Maintenance Direct

Work Order Program



www.myschoolbuilding.com

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845-256-4090

FIRST TIME ONLY:
Type the account number 821028742 and click Submit Organization

Select Organization - Windows Internet Explorer
http://www.myschoolbuilding.com/myschoolbuilding/myorganization.asp

Select Organization

Organization Account Number 821028742

Submit Organization

Done Trusted sites 100%

FIRST TIME ONLY:
Enter your school email address and click Submit. It should remember you next time.

Welcome to MySchoolBuilding - Windows Internet Explorer
http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp

Welcome to MySchoolBuilding

NEW PALTZ CSD MS LOGIN

Got a problem? Email us

Welcome! To begin, please enter your email address below.

Email Address

Submit

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CIP:64.75.72.21
SID:MSB04
CUA:MSIE 7.0

Done Trusted sites 100%

Type in your request information (9 steps)

Welcome to MySchoolBuilding - Windows Internet Explorer

http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

Welcome to MySchoolBuilding

NEW PALTZ CSD **MY LOGIN** **LOGOUT** **HELP**

Got a problem? Email us

Main Request **Schedule Request** **Inventory Request** **My Requests** **Settings** **Help** **HELP**

Welcome

Thank you for using our internet service to submit work requests. **DO NOT USE THIS TO REPORT COMPUTER AND PHONE PROBLEMS.** Computer problems should be reported to the Building SYSOP. Phone problems should be reported to the building main office. This service helps us to promptly attend to your issues and concerns. Please complete this request form. If you have any questions or problems please call Stephen or Gail at Facilities and Operations 256-4095.

Indicates required information.

Step 1 Please be yourself, click here if you are not Maria Urquidi

First Name **Last Name** **Email**

Phone **Pager** **Cellular Phone**

Step 2 Location

-- Select Location --
Building
 -- 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.

Advertisements	Alarm	Appliance Repair	Asbestos
Athletic Fields	Audio/Visual	Bleachers	Boiler
Carpentry	Ceiling Tile	Clerical	Climate Control
Clocks/Bells	Communications	Computer Services	Concession Stands
Copier	Courier	Custodial	Custodial Equipment

Done

Welcome to MySchoolBuilding - Windows Internet Explorer

http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

Welcome to MySchoolBuilding

Clocks/Bells	Communications	Computer Services	Concession Stands
Copier	Courier	Custodial	Custodial Equipment Repair
Data Repair	Delivery	Design Group	Doors and Hardware
Drywall	Electrical	Electronics	Elevators
Environmental Services	Equipment	Event Setup	Fence Repair
Fire Alarm System	Fire Extinguishers	Flooring	Food Service Delivery
Food Services	Furniture Repair	General Craftsman	General Maintenance
Glass/Window Repairs	Grass Cutting	Greenhouse	Grounds
Grounds Equipment Repair	Health/Safety	Heating/Ventilation /Air Conditioning	Housekeeping
Inspections	Intercoms	Internal Delivery	Invitations
Irrigation	IT/Technology	Key and Lock	Kitchen Equipment
Kitchen Repair	Laborer	Lighting	Linens
Locker Repair	Masonry	Mechanical	Miscellaneous
Modular Furniture	Moving	Office Equipment	Office Furnishings
Operational Services	Painting	Parking	Pest Control
Plaster/Plasterer	Playground	Plumbing	Pool
Pressure Washing	Projector Repair	Recycling	Refrigeration
Remodeling	Research	Restrooms	Roof

Password = Work Order – exactly like that, case sensitive with a space between words

Welcome to MySchoolBuilding - Windows Internet Explorer
 http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

Scoreboards Security Sewage/Water Treatment Plant Signage
 Snow Removal Special Projects Sprinkler System Structure
 Student Database Supplies Surplus Telephone Service
 Training Transportation (Bus/Van) Uniform Utilities
 Vehicle Maintenance Warehouse Welding Windows

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

Contact Name	Contact Phone
DAVE WYGANT	224-5459
STEVE GRAF	224-5458
STEPHEN CALLAHAN	594-7213

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Purpose

Step 7 Attachment
 Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 8 Submittal Password [Forgot Password?](#)

Step 9

NOTE: You will receive the following notifications:
 You will be notified receipt of your request.

To see previously submitted work orders, click on the My Requests tab

NEW PALTZ CSD [RD LOGIN](#) [LOGOUT](#) [HELP](#)

Got a problem? Email us

[Maint Request](#) [Schedule Request](#) [Inventory Request](#) **[My Requests](#)** [Settings](#) [Help](#)

My Maint Requests | My Schedule Requests | My Inventory Requests |

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for 'urquidi'
 Search this results for:

1 - 10 of total 184 listed [Previous 10](#) [Next 10](#)

Status	Location	Action Taken	Complete Date
WOID	Building	Request Date	
Area	Description	Type	
Area Number			
Purpose			
Work In Progress	LENAPE ELEMENTARY SCHOOL Lenape Elementary School 1st Floor Technology	No Action Note 10/14/2008 Moving	
Closed Work Orders	HIGH SCHOOL New Paltz High School 1st Floor 189 Technology	computers were removed by Kevin Conero. 10/2/2008 Moving	10/14/2008
Closed Work Orders	HIGH SCHOOL New Paltz High School 1st Floor 189 Technology	moved cart to tech room, tv cart to Lenape. 9/23/2008 Moving	9/23/2008

Request Totals
 70 Work In Progress
 2660 Closed Work Orders
 28 Declined
 3 Parts on Order
 9 Duplicate Request
 23 Void
 7 On Hold
 1 Waiting More Information
 28 Open Extended
 1 Waiting Funding

Welcome to MySchoolBuilding - Windows Internet Explorer

http://www.myschoolbuilding.com/myschoolbuilding/myrequests.asp?searchfor=&begin=1&SearchRedirectPage=%2Fmyschoolbuilding%2FMyRequests.asp%3F&searchwithin=...

Welcome to MySchoolBuilding

Closed Work Orders 2999 1st Floor Library Other	DUZINE ELEMENTARY SCHOOL Duzine Elementary School Please pick up 3 Smartboard stands from Ellenville Central Schools and deliver to Duzine Library. Call Vince Napoli in Ellenville to coordinate time (647-0216). Call Bill Richers with any questions. Time Available: after school	PICKED UP STANDS IN ELENVILLE, DELIVERED TO LENAPE. 9/1/2008 Moving	9/12/2008
Closed Work Orders 2951 2nd Floor 233 Technology	HIGH SCHOOL New Paltz High School As you walk in the door, the electrical outlet on the counter in front of you is dead. (The outlet behind the black computer). Call Glen with questions. Time Available: Any time	Traced wire back to junction box; checked wires; changed outlet. 8/13/2008 Electrical	8/18/2008
Closed Work Orders 2946 1st Floor 189 Technology	HIGH SCHOOL New Paltz High School Please move the 27 GX620 computers from the anteroom outside of 189 to the Tech Lab (AKA the summer extension to Receiving) in the basement of the Middle School. Please stack them on the tables. Time Available: any time	Moved computers as requested. 8/13/2008 Moving	8/18/2008
Closed Work Orders 2945 1st Floor 103 Other	HIGH SCHOOL New Paltz High School We will be gathering up the remaining black computer carts and storing them in Room 103 as soon as summer school is over on Thursday, August 13th. Please move them the Middle School Gymnasium. Time Available: any time	Moved black carts to MS 8/12/2008 Moving	8/18/2008

Previous 10 Next 10

[Maint Request](#) [Schedule Request](#) [Inventory Request](#) [My Requests](#) [My Settings](#) [Help](#)

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SID:MSB04
CUA:MSIE 7.0

Trusted sites 100%

Clicking the printer icon will print a list of your Maintenance Requests

http://www.myschoolbuilding.com/temp/4841272235.pdf - Windows Internet Explorer

http://www.myschoolbuilding.com/temp/4841272235.pdf

http://www.myschoolbuilding.com/temp/4841272235...

1 / 29 130% Sign Find

My Maint Requests

Status	Location	Area Number	Request Date	Actual Completion Date
WOID	Building		Type	Assigned To
Description	Action Taken			
Work In Progress	LENAPE ELEMENTARY SCHOOL	Lobby	10/14/2008	
3183	Lenape Elementary School	1st Floor	Moving	Wygant, David
Please move the integrated TV/VCR/DVD on the cart in the lobby over to the Middle School for Tina Naclerio. See Sue Bowers (4330) for questions on the Lenape end; Fran Lamb (5040) for questions on the MS end. Time Available: any time				
Closed Work Order	HIGH SCHOOL	189	10/2/2008	10/14/2008
3160	New Paltz High School	1st Floor	Moving	Wygant, David
Please move the 16 NetVista computers that are on the large green cart in room 189 to Lenape, Room 115. Time Available: any time				
Closed Work Order	HIGH SCHOOL	189	9/5/2008	9/23/2008
3044	New Paltz High School	1st Floor	Moving	Tierney, Doug
Please move the computer cart from the hall outside 189 to the Middle School and the TV on the cart in 189 to Lenape. Time Available: an				
Closed Work Order	MIDDLE SCHOOL	Dave Rosenfeld's	9/4/2008	9/8/2008
3025	New Paltz Middle School	1st Floor	Electrical	Wygant, David

Done Unknown Zone

Log Out when you are done by clicking on the red Logout at the upper right of the screen

The screenshot shows a web browser window titled "Welcome to MySchoolBuilding - Windows Internet Explorer". The address bar shows the URL "http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp". The page header includes "NEW PALTZ CSD" and navigation links for "MP LOGIN", "LOGOUT", and "HELP". A secondary navigation bar contains "Maint Request", "Schedule Request", "Inventory Request", "My Requests", "Settings", and "Help".

The main content area starts with a "Welcome" message and a disclaimer: "Thank you for using our internet service to submit work requests. DO NOT USE THIS TO REPORT COMPUTER AND PHONE PROBLEMS. Computer problems should be reported to the Building SYSOP. Phone problems should be reported to the building main office. This service helps us to promptly attend to your issues and concerns. Please complete this request form. If you have any questions or problems please call Stephen or Gail at Facilities and Operations 256-4095."

The form is divided into three steps:

- Step 1: Please be yourself, click here if you are not Maria Urquidi**. This step includes fields for "First Name" (Maria), "Last Name" (Urquidi), "Email" (murquidi@newpaltz.k12.ny.us), "Phone" (checked), "Pager" (256-4066), and "Cellular Phone".
- Step 2: Location**. This step includes dropdown menus for "Select Location --", "Building", "Area", and "Select Area --", along with an "Area/Room Number" field. A checkbox "Yes, remember my area entries for my next new request entry." is also present.
- Step 3: Select Problem Type**. This step features a "Maintenance Help Desk" section with a grid of 16 icons representing different problem types: Advertisements, Alarm, Appliance Repair, Asbestos, Athletic Fields, Audio/Visual, Bleachers, Boiler, Carpentry, Ceiling Tile, Clerical, Climate Control, Clocks/Bells, Communications, Computer Services, Concession Stands, Copier, Courier, Custodial, and Custodial Equipment Repair.

The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom level.