

Plant Services

Act 100 Work Request Line - Directions

Priority Repair Work

1. Immediate Health and Safety
2. Code Compliance
3. Mandatory Inspections
4. Preventative Maintenance of Major Systems: Heating/A.C., Plumbing, Electrical, Roofing, and Drainage

Standards

1. In order to stay within our authorized budget, "Priority Work" receives first attention.
2. All other repair requests are subject to current workload and availability of funds. (Note: A school can supply PO / budget code if Plant Services returns the Work Request because it doesn't have funding for the repair.)
3. Remodeling, relocating of plumbing, electrical etc require pre-approval by Area Superintendent and Plant Services, as well as a budget code or PO from the school or department requesting the service before the work will be done.

Procedures

1. Go to the District Home Page.
2. On left side of the screen, choose the "Departments" link and hit "enter."
3. Place cursor on "Plant Services" and hit "enter."
4. Place cursor on "Act 1000 Request Line" and hit "enter."
5. Place cursor on "Work Request" and hit "enter."
6. A screen will appear that asks for your user name and password. Only a principal, assistant principal, office secretary and head custodian will have access codes. (Central Office and support administrators, their assistants, secretaries and head custodians also have access codes.) Contact Mr. Jerry Fansler, Assistant Director, Maintenance (299-2673) if you do not have a code or need other assistance on using the Work Request system.
7. Hit "enter" after you have typed in your name and password.
8. The Work Request form will appear:
 1. Requested by - enter your name, your title and school extension number.
 2. Priority - leave this space blank.
 3. Requested Completion Date - leave this space blank.
 4. Contact - enter the name of the person, title, room number, and telephone extension (if available) who has necessary information about the work order.
 5. Description - *briefly, clearly* state the problem and where the problem exists. Examples: Roof leaks in Room 204; or Faucet leaks (a lot, a little) in Boys' Restroom # 105; or Ramp broken for Portable Building number 12 - wheelchair-bound students need access.
 6. Hit "enter" and a Work Request with a number will be recorded.

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Status Reports

To Check on the Status of a Work Request that has been submitted:

1. Go to the District Home Page.
2. On left side of screen, place cursor on "Plant Services" and hit "enter."
3. Place cursor on "Plant Services" and hit "enter."
4. Place cursor on "Act 1000 Request Line" and hit "enter."
5. Place cursor on "Work Report" and hit "enter."
6. A screen will appear that asks for your user name and password. Only the principal, assistant principal, office secretary and head custodian will have access codes. (Central Office and support administrators, their assistants, secretaries and head custodians also have access codes.) Contact Mr. Jerry Fansler, Assistant Director, Maintenance (299-2673) if you do not have a code or need other assistance on using the Work Request system.
7. Hit "enter" after you have typed in your name and password.
8. The Work Report form will appear:
 1. Status - you can choose from a variety of options and hit "enter." For example:
 1. "Select all" - allows you to see all of the Work Requests submitted and their current status;
 2. "Complete" - tells you which Work Requests have been done;
 3. "Incomplete" - indicates which ones have not been done.
9. Once you have made your selection of "Status," place the cursor on the "Show" box at the bottom of the screen and hit "enter." You will then see the report you requested. You may print up a copy of the report by placing the cursor on the "Print" box and hitting "enter."

Please do not send in a duplicate Work Request - this will only create additional work for our personnel to review and void as a "duplicate," and will delay our ability to respond to your request for assistance.

If you want to know the status of a Work Request and cannot obtain the information electronically, please telephone or email our Work Review / Scheduler: 212-4418.