

# Facilities Services

SCHOOLDUDE WORK ORDER SYSTEM

PRESENTED BY

MICHAEL P. SANCHEZ, SR. EXECUTIVE DIRECTOR

### Mission Statement

The Facilities Services Department is a service support organization committed to providing timely and excellent responsiveness to campus needs in support of the District education vision. Comprised of various trade groups, we provide vital facility repair and maintenance.

### What is SchoolDude?

**SchoolDude** is a web based suite of software solutions for educational establishments and technology professionals. The Facilities Services Department Service Center and staff utilizes this CMMS to track work conducted by all the various crafts.

#### Terminology:

CMMS	Computerized Maintenance Management System; computer software designed to simplify maintenance management
SchoolDude	Computer software that houses the work order tracking system
Service Center	A team of dispatchers that are readily available to dispatch craftsperson in response to work orders received electronically or by telephone in regards to routine, high priority, and emergency maintenance at District facilities
Technician	Craftsperson responsible for performing specific tasks assigned during normal-working and/or after-hours respective to their craft
Foreman	Craftsperson responsible for the supervision of a technician of their respective craft

### Who Has Access to SchoolDude?

- Principal/Site Administrator
- Secretary
- Head Custodian (primary user)

#### Need Access?

Email Jerry Fansler or Veronica Farias

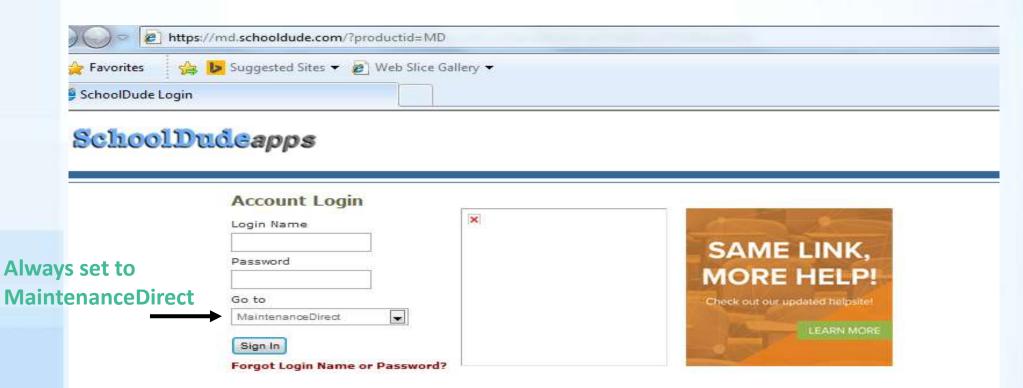
- <u>jfansler@saisd.net</u>
- •vfarias@saisd.net

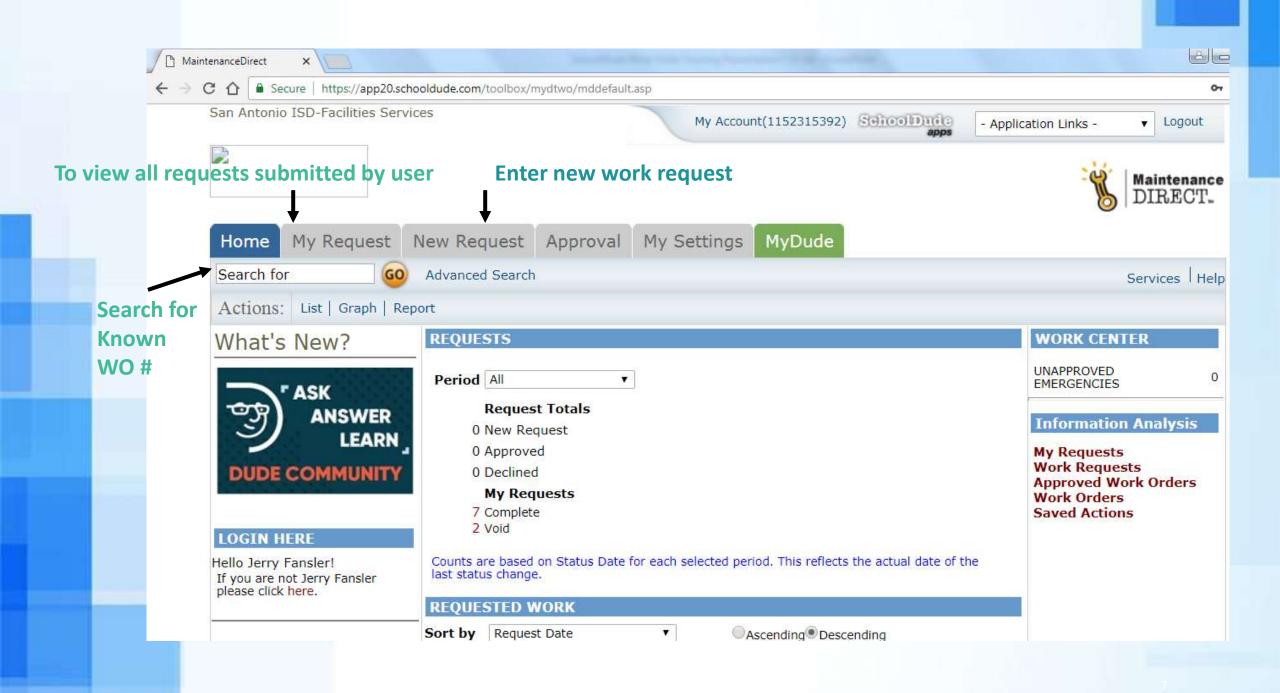
Call Facilities Services•210-354-9300

# SchoolDude md.schooldude.com

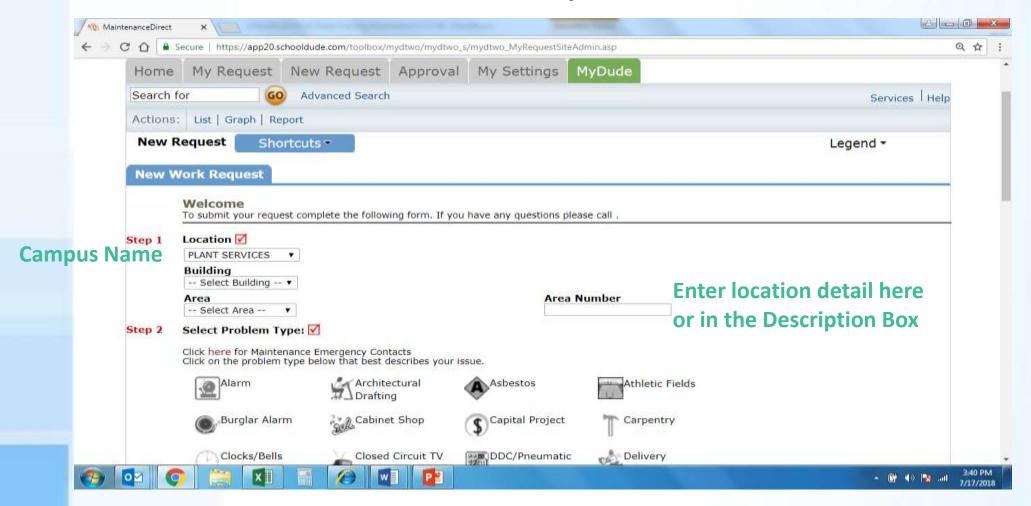
WORK ORDER REQUESTS ONLINE

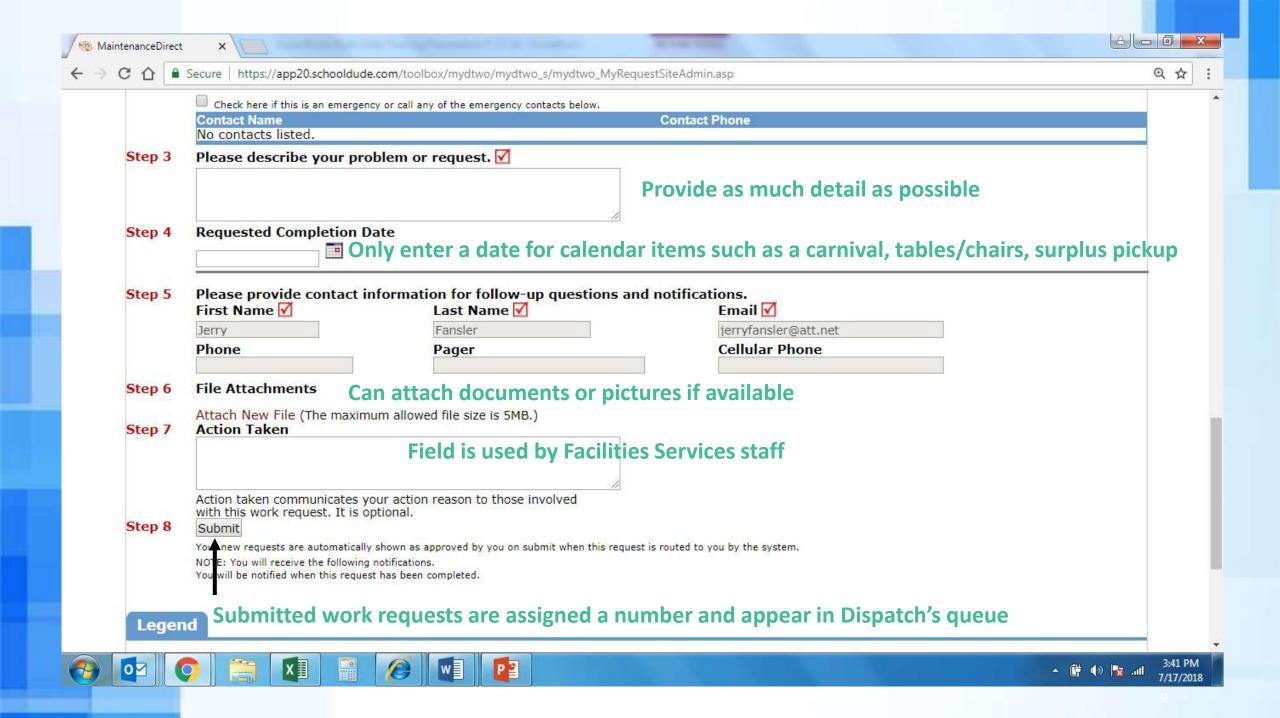
## Work Order System at A Glance





### New Requests







# When to Call Versus Submit Online



#### **CALL IN TO SERVICE CENTER:**

- Chiller/Boiler down affecting entire campus/building
- Complete or partial loss of power to a building
- Complete loss of water pressure
- Sewer backup-floor drains or all commodes
- Smell of gas: boiler, meter or kitchen equipment
- All bells and/or intercom completely down
- Fire Alarm does not reset after drill

#### **SUBMIT ONLINE:**

- MDF/IDF A/C not cooling
- Light switch not working
- Clogged sinks, commodes and urinals
- Individual room(s) clocks and/or intercom down

## Facilities Services Contact Information

Service Center

210-354-9305

Maintenance

210-354-9300

- Energy & Sustainability
  - Aaron Stein, Director
- Plant Maintenance
  - Fred Padilla, Director
- Mechanical, Electrical & Plumbing
  - Mario Davila, Director

**Custodial & Grounds** 

210-227-0175

Ahmad Shareef, Director

Michael P. Sanchez, Sr. Executive Director











## QUESTIONS?

