Submitting Work Order requests to Facilities!

Maybe your door jammed. Maybe your ceiling sprung a leak. Or maybe a family of dancing squirrels moved into your attic. NO MATTER! The Office of Facilities Maintenance is here to keep you warm, safe, and dry. Please follow the following steps to submit a work order to the Office of Facilities Maintenance.

1. Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com)
   a. You will see the following page:

   ![Login Page]

   b. Should be pretty self-explanatory. If you’ve done this before, log in. If you’re new to the system, click on the drop-down to register.

2. Once done, you’ll need to enter an account number for Capital.
   a. This bad boy is 924322674
      i. Any necessary password will default to “password”

3. Follow the various prompts to reach the “maintenance request” form (sample on next page)
   a. Please fill out location (and area, if applicable)
   b. For problem type, most issues will fall under categories like plumbing, electrical, housekeeping, pest-control, or **general maintenance**.
   c. If your request deals with matters of life-safety, please tick off the “maintenance emergency” box.
      i. Please reserve this box for safety concerns. Really, it makes our lives easier.
      ii. Note the emergency number for public safety: **(614) 236-6666**
         1. If you’re in trouble, call them first.
   d. Please describe your incident in detail. It helps considerably.
      i. You might need that password again, defaults to “password” unless changed in settings tab.
   e. Submit.
      i. Woo!

And there you have it; the short version to getting your issues reported. I’ve included this attractive reference card for those who like to leave this sort of thing on their fridges.

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**CapitalUniversity**
**OFFICE OF FACILITIES MANAGEMENT**

**Submitting a work request**
- [www.myschoolbuilding.com](http://www.myschoolbuilding.com)
- Account #: 924322674
- Password: “password”

**Emergency Numbers**

- **Monday-Friday, 8-5**
  - (614) 236-6211
- **Nights/Weekends**
  - (614) 746-6068

Handy reference card for your convenience.

Thanks for your time, and welcome to Capital.
Sample page of the submission form:

Welcome
To submit your request complete the following form.

☑ Indicates required information.

Step 1 Please be yourself, click here if you are not Fred Dude:
First Name    Last Name    Email
Fred           Duck         fred.dude@geewiz.com
Phone          Pager         Cellular Phone
919-555-4678

Step 2 Location ☑
Area
Area/Room Number

☑ Yes, remember my area entries for my next request entry.

Step 3 Select Problem Type: ☑
- Athletic Fields - Audio/Visual - Cafeteria - Carpenter
- Climate Control - Custodial - Electrical - Food Services
- Heating/Ventilation/Air Conditioning - Lighting - Office Supplies - Plumbing

☑ Windows

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

Contact Name    Contact Phone
No contacts listed.

Step 4 Please describe your problem or request. ☑

Step 5 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)

Step 6 Submittal Password ☑

Forgot Password?

Step 7 Submit