



Facilities Superbia

TOWN OF HANOVER FACILITIES DEPARTMENT

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*Robert F. Murray, PE
Facilities Engineering Mgr.*

USING MYSCHOOLBUILDING.COM

Hello:

This is to introduce you to the Facilities Department's work order request system. The Facilities Department is one of the 6 departments under the Town Manager and it's our job to provide professional custodian and maintenance services for your schools and town buildings at the highest standards that we can attain.

Any employee of the Town of Hanover should use this work request system to submit routine custodial and maintenance requests to my department (emergency and urgent needs should be handled directly by phone call to my office or cell). Aside from very ordinary types of requests (vacuum here, move a box there, etc.) please refrain from asking your custodian directly and, instead, use this system which sends the request to the supervisor. **To submit a request all you have to do is enter "Myschoolbuilding.com" into your web browser, follow a few simple steps to self-register, bookmark that link, and from then on just click your bookmark to bring up the form and type in your work request by following the directions below.**

DIRECTIONS FOR USING MYSCHOOLBUILDING.COM

In your internet browser type: myschoolbuilding.com (or select the link on this web page).

For first time only, click on the down arrow after "Never Submitted a SchoolDude Request? Enter Here!"

On the dropdown form, type in our account number (**943875922**), complete the other boxes, and **create your own password**. Then hit Enter.

Our Work Order Request form will then appear and you just fill it out to submit your request:

Step 1: Identify yourself - only checked boxes are required (this information will be saved for your future logins.)

Step 2: Location: In the dropdown, select your school or building (again, this is saved for your next logins).

The "Area" box is optional.

The "Area/Room Number" box: just type in your room number or a descriptive name for your room or area.

Step 3: Problem Type: Click on one of the icons (usually, it will either be "Custodial" or "General Maintenance")

Step 4: Clearly describe the problem or work request.

Step 5: Optional

Step 6: Password: enter "hanover"

Step 7: hit Submit (That's it. Close the browser window.)

[To put an Icon/link on your Desktop, highlight the address in the internet address bar, then right click your mouse and select Copy. Next, minimize the screen to see your Desktop, then right-click on the Desktop and hit Paste. From then on just click on this bookmark.]

NOTE: To see the progress on your work requests, on the same Myschoolbuilding.com page, select the "My Requests" tab above the work order form and you will see all of your work requests listed.

Very best,

Bob Murray
Facilities Engineering Manager