

GADSDEN COUNTY SCHOOL DISTRICT
Administrative Procedures

Work Order Request Process

1. An employee submits a request at www.myschoolbuilding.com. The system submits this request to the employee(s), also known as approvers, designated to approve or deny work order requests for that location. The approver utilizes the work order system at md.schooldude.com.
2. If an approver denies a work order request then the employee who requested it is notified through the system. If an approver, approves a work order then the system forwards it to the Maintenance Supervisor. If the Maintenance Supervisor chooses to assign a work order to a technician then the Maintenance Supervisor prints out a paper copy for the selected technician.
3. The assigned technician then completes the work order and records on it any parts out of inventory that were used or any new parts that were purchased. The assigned technician also records the labor hours and dates. The labor hours and dates from any other technician(s) are also recorded.