

## c. **When you need to have work done (Work Order, Tech Request, Key Request)**

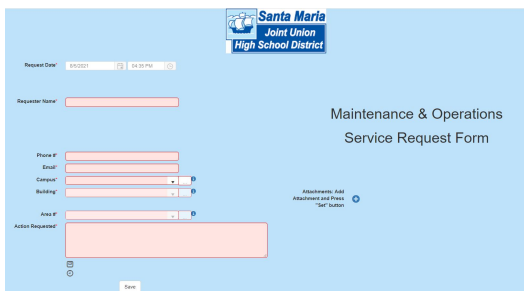
### **Maintenance Request**

If you have something in your classroom that needs repairs, the first step is to let our Maintenance and Operations department know there's a problem. This is done by submitting a work order.

To submit a work order ....

Go to the SMHS website, on the left hand side under STAFF RESOURCES click on ***Maintenance and Operation Service Request.***

Complete the work order form, maintenance will contact you regarding your request.



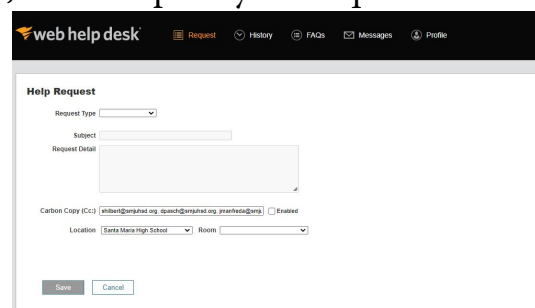
The screenshot shows a web form titled "Maintenance & Operations Service Request Form" on the Santa Maria Joint Union High School District website. The form includes fields for "Requester Name", "Phone #", "Email", "Computer", "Building", and "Area #". There is also a large text area for "Action Requested". The page header includes the district logo and the text "Administrative Staff Assessment and Process '10/17 Update'".

### **Tech Request**

If you are having an issue with any technology including, phone, computer, or printer.

There are a few ways to complete your tech request:

1. Click the *white cross icon* on your desk top, and follow the log in instructions.
2. Send an email to [help@smjuhsd.org](mailto:help@smjuhsd.org) with your request
3. Or go to the SMHS website:
  - \* Go to STAFF RESOURCES
  - \* Click on Technology Service Request
  - \* Sign in with your district email and password, and complete your request.



The screenshot shows the "web help desk" interface. The form is titled "Help Request" and includes fields for "Request Type", "Subject", and "Request Detail". There is a "Carbon Copy (C-c)" checkbox and a "Location" dropdown menu. The "Save" and "Cancel" buttons are at the bottom.

### **Key Request**

The attached fillable key request form is on the following page. After completing the form have Mr. Campbell sign it and he will forward it to the Maintenance Department.

*(the below form can also be found in the mail/copy room)*

# SMJUHSD KEY REQUEST FORM

Complete Parts I & II, then submit to the Maintenance Department

## Part I: Requester Information

Date: \_\_\_\_\_

Site:  SSC  DHS  ERHS  PVHS  SMHS  Other: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_ Dept/ Position: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Location(s) Requested: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Reason Requested:  Lost Key  Sub Packet  New Hire  Other (specify): \_\_\_\_\_

Additional to Department or  Replacement for: \_\_\_\_\_

## Part II: Key Request Approval

Replaced Staff Key Return Date: \_\_\_\_\_

ATHLETICS: N/A--Approved / Disapproved \_\_\_\_\_  
Please Circle One Brian Wallace, Athletic Director

ALL KEY REQUESTS: N/A--Approved / Disapproved \_\_\_\_\_  
Please Circle One Steve Campbell, Principal

ALL KEY REQUESTS: N/A--Approved / Disapproved \_\_\_\_\_  
Please Circle One Ken Gropetti, Plant Manager

Plant Manager Notes: \_\_\_\_\_

## Part III: Key Issue Information

|    | Key Issued |
|----|------------|
| 1. |            |
| 2. |            |
| 3. |            |
| 4. |            |
| 5. |            |

|     | Key Issued |
|-----|------------|
| 6.  |            |
| 7.  |            |
| 8.  |            |
| 9.  |            |
| 10. |            |

I understand that **I must protect keys at all times**; that it is **not permissible for students to have possession of keys** at any time, and that **if key(s) are lost I am to report it immediately** to the Principal's Office and to the Plant Manager. I further understand that **I will be charged \$5.00 for any replacement key and all costs associated to re-keying due to lost keys will be forwarded to the District Office.**

\_\_\_\_\_  
Recipient Signature

\_\_\_\_\_  
Date Issued

## Part IV: Key Collection/Disposition (Locksmith & Maintenance Secretary Use Only)

Personal Key Code (PRIMUS Only): \_\_\_\_\_ Comments: \_\_\_\_\_