



Maint Request My Requests Settings

HELP

Legend

Work Request

### SCCCD Work Order Request Form

Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

**Step 1 Please be yourself, click here if you are not Amanda Taintor**

<b>First Name</b> <input type="text"/>	<b>Last Name</b> <input type="text"/>	<b>Email</b> <input type="text"/>
<b>Phone</b> <input checked="" type="checkbox"/> <input type="text"/>	<b>Pager</b> <input type="text"/>	<b>Mobile Phone</b> <input type="text"/>

**Step 2 Location**

-- Select Location --

**Building**  
-- Select Building --

**Area**  
-- Select Area --

**Area/Room Number**

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

**Step 3 Select Problem Type:**



**Maintenance Help Desk:** Click on the problem type below that best describes your issue.

- |                  |                   |                                       |                        |
|------------------|-------------------|---------------------------------------|------------------------|
| Air Conditioning | Alarm             | Burglar Alarm                         | Clocks/Bells           |
| Construction     | Custodial         | Electrical                            | Electronic Door Access |
| Elevators        | Fire Alarm System | Fire Extinguishers                    | General Maintenance    |
| Grounds          | Health/Safety     | Heating/Ventilation /Air Conditioning | Key and Lock           |
| Landscaping      | Pest Control      | Vehicle Maintenance                   | Warehouse              |

**Step 4 Please describe your problem or request.**

**Step 5 Time Available for Maintenance**

**Step 6 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 7 Attachment**

[Attach New File](#) (Maximum allowed is two attachments with a size of 3MB or less per file.)

**Step 8 Submittal Password**

[Forgot Password?](#)

**Step 9**

NOTE: You will receive the following notifications.  
You will be notified receipt of your request.  
You will be notified of request assignment to a technician.  
You will be notified of status changes to your request.

**Legend**



Required Information

[Maint Request](#) [My Requests](#) [Settings](#)

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SID: SDPDMSBWEB15  
DID: 4  
CUA: Chrome

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