



Administrative Procedure

Category:	Procedure:	
Business Management	Work Order Requests	
Descriptor Code:	Issued Date:	Revised Date:
AP-E-140	June 1997	October 2008

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- A. To best serve our students and staff, KCSMO operates on a computerized work order request system. The principal (or those designated by the principal) are the only employees who can place a work order request. Work order requests are to be sent using our electronic web-based system; the system can be accessed at (<http://www.myschoolbuilding.com>), to submit a work order simply go to the website and follow the instructions.
- B. Please only "Call-In" work orders when they are true emergencies. All non-emergencies should be submitted online. "Emergencies" can be called in day or night: 865-594-3633. This phone is manned 24 hours a day. Once an "Emergency" is called in, there is no need to submit a work order through the website. School Maintenance will submit that work order request for you.

An emergency is defined as anything that might prevent or interrupt school from operating as scheduled, or may cause damage to school property (Example: No Air, No Heat, Water Leak, Gas Odor).