Questions about Work Orders or SchoolDude should be addressed to: kschnackenberg@bemidjistate.edu or workorder@bemidjistate.edu

Samples of a few Problem Types:
- Carpentry: furniture assembly, drywall repair, hanging picture
- Ceilings: loose or damaged ceiling tiles; leaks
- Custodial: urgent cleanup requests (not day-to-day)
- Doors and hardware: doors that are sticking
- Electrical: outages, ballasts needing replacement (not bulbs)
- Electronics: clock reset
- Equipment: lab equipment
- Fire protection: fire alarms, etc.
- Flooring: loose tiles, carpet
- General maintenance: non-custodial maintenance
- Grounds: icy sidewalks; hazardous objects
- Hazmat/Waste: biohazards, bats
- Heating/Ventilation/A/C: heating and cooling issues
- IT/technology: moving network jacks
- Moving: furniture, etc.; be sure to contact Dana Danielson before moving inventory
- Painting: rooms, athletic fields, etc.
- Plumbing: leaks, overflowing, clogged sinks
- Roof: leaks
- Signage: interior and exterior sign requests
- Stage setup: setups for events
- Waste management: garbage/dumpsters require emptying
- Windows: broken glass, screens
1. Go to the Physical Plant website: [http://www.bemidjistate.edu/offices/physical_plant/](http://www.bemidjistate.edu/offices/physical_plant/).
2. Under Work Orders, click on MySchoolBuilding.
3. Enter email address and click Submit.
4. You will be required to enter your First and Last Name and Email Address. Please also include your campus or personal Phone Number in case you need to be reached. Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.
5. If this is not the first time you have submitted a work order, please verify your Name, Email, and Phone Number.
6. Select Location.
7. Select Area (where maintenance is needed).
8. Enter Room Number or brief description (1st floor Ladies’ Room).
9. Select Problem Type by clicking on the icon that most closely fits the problem.
10. Enter a description of the problem. Please be specific about the issue.
11. Enter the Time Available, if applicable.
12. Attach a file, if applicable.
13. Submittal Password is bemidjistate. (Note: Some browsers can be set to remember this password for future work order requests.)
14. Click Submit. You will receive an email confirming the receipt of the work order, and subsequent emails when changes are made or the work order is completed.

All work order should be submitted in MySchoolBuilding; however, there are circumstances in which the work order should also be called in to the Physical Plant at extension 3988. Below are some examples (this list is not comprehensive):

- Residential building door access issues (brass key or keyless access)
- Plumbing issues that require immediate attention (significant leaks, overflowing toilets)
- Electrical outages or significant power issues
- Biohazards