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Facility Management . . .

What it does for Facilities/Safety

Facility, Maintenance & Security Operations

- Paperless Work Order Request Process
- Streamlined Inventory Tracking
- Capital Planning / Budget Forecasting

Additional Products:



IT Management



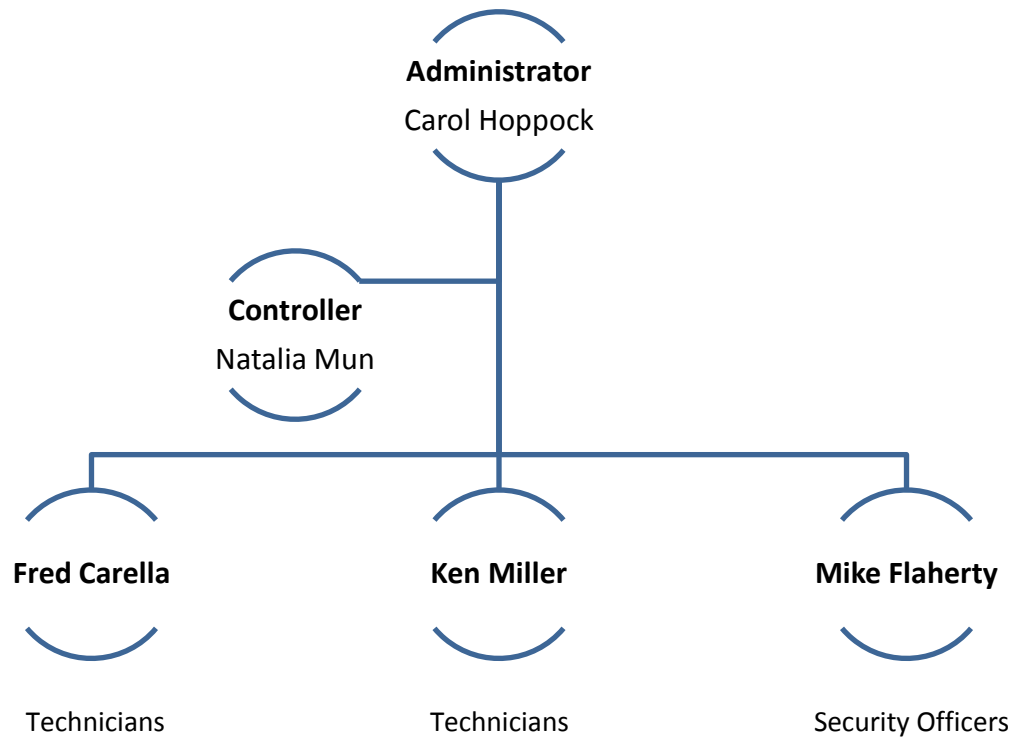
Event Management



Energy Management

Facilities/Safety Management Team

- Fred Carella - Events and Custodial Requests
- Ken Miller - Repairs, Renovations, New Construction
- Mike Flaherty- Security Overseeing Routine and Special Events





Internet Maintenance Management System . . . What it does for the Requester

Maintenance Direct

Work Order Management Software: Powerful, online maintenance work order management system enables

The Requester To -

- ✓ Submit Work Requests Online
- ✓ Check Status of Work Requests
- ✓ Receive Automatic Work Order Confirmation(s) Emails and Completion Notice

To submit and check the status of maintenance work requests online. MaintenanceDirect automates communication with requesters for improved customer service, and gives you the power to quickly create detailed reports.

- **Increase productivity** by more than 20%
- **Improve service**, communication and feedback
- **Maximize efficiency** by reducing data entry and phone calls for work
- **Utilize reporting** to calculate budget and staffing needs

Power Features



Email Notifications Automatic notification are sent and received as work is assigned and completed



Work Calendar Interactive work order calendar makes planning work easy



Transaction Record Keep track of labor and other purchases per work order



Enhanced Routing Automate approval and assignment of work requests



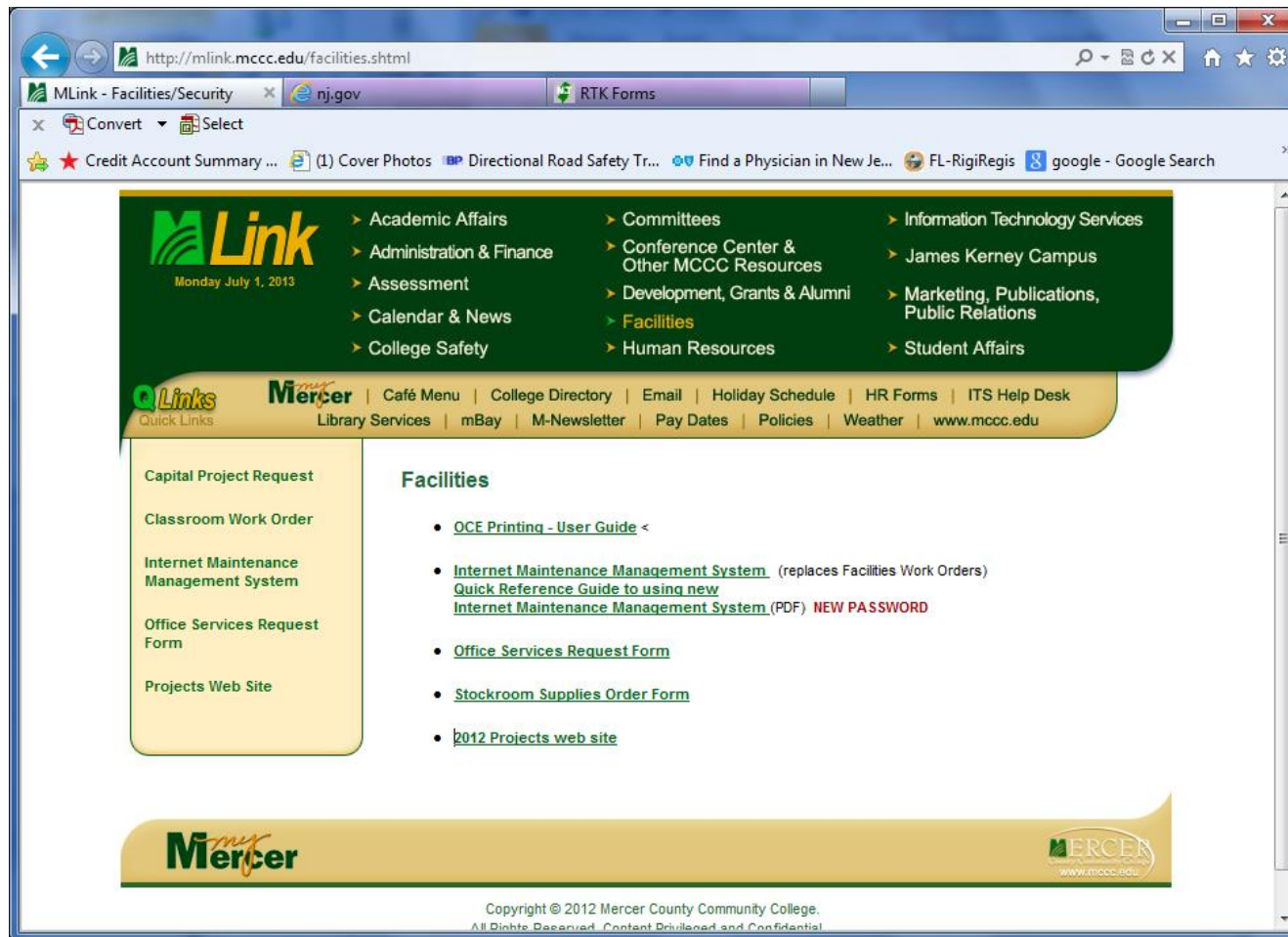
Email Tracking The Message Center tracks all email related to each work order

Search Capabilities Quick-search to detailed, advanced search



Facility Management with Maintenance Direct

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<http://mlink.mccc.edu/facilities.shtml>

MLink path to access the Internet Maintenance Management System and Quick Reference Guide

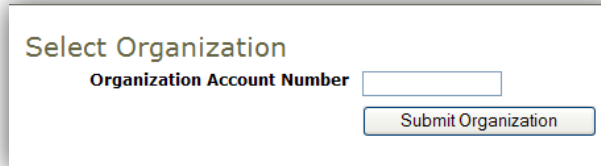
Generally work order requests are channeled through the Academic Dean's executive assistant for requests that require the dean's approval (i.e. expansion of rooms, capital renovations, furniture orders). Requests for general custodial, maintenance or repair items may be entered by staff and faculty employed by the college.

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Quick Step Guide for Requesters Mercer County Community College

To register yourself as a Requester you must:

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.
- If it is the first time your computer has been to the website, enter the Organization Account Number **290052221** and click **Submit Organization** as prompted.



Select Organization

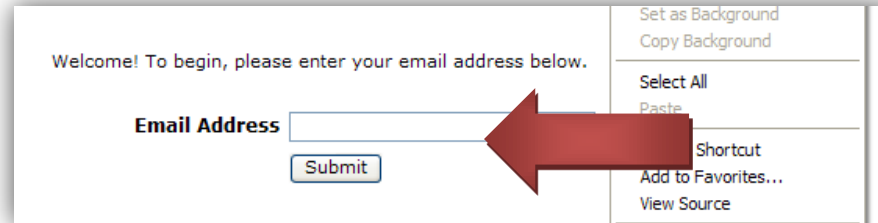
Organization Account Number

You may also copy this link and paste it into the web address window for your browser:

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=290052221>

This will take you to the MySchoolBuilding sign in page for your organization.

- If you would like, you may either add this page to your favorites or create a shortcut on your desktop. To create a shortcut, find a blank area on the page, click your right mouse button and select **Create Shortcut**. This will add an *icon* on your desktop that you can double click the next time you want to sign in.

A screenshot of a web form. The text "Welcome! To begin, please enter your email address below." is at the top. Below it is a label "Email Address" followed by a text input field. A red arrow points from the right towards the input field. Below the input field is a "Submit" button. To the right of the form is a vertical menu with links: "Set as Background", "Copy Background", "Select All", "Paste", "Shortcut", "Add to Favorites...", and "View Source".

Enter your email and click **Submit**. If you are not already registered as a user, the system will notify you that it cannot find your email address. You will be prompted to either correct your email address or enter your last name if you are a new requester. On the next screen, enter your first name and contact numbers if desired. Click Submit again and you will come to the work order form.

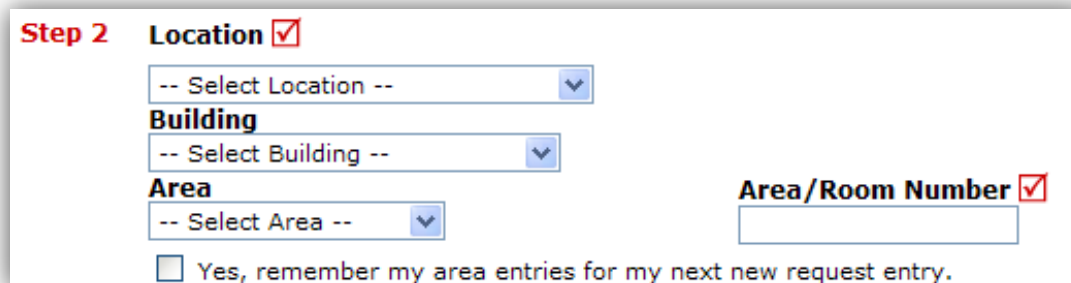
To enter a work request:

Note that all required fields have a red box and check mark next to them.




Step 1: This will be filled in with your information from the email address you entered at the sign in screen.



































Step 2: Click on the drop down arrow to select the **Location** of the work. Follow the same steps for **Building** (if available) and **Area** (if applicable), and enter the **Area/Room Number**.

A screenshot of a web form titled "Step 2". It contains four fields: "Location" with a dropdown arrow and a red checkmark icon, "Building" with a dropdown arrow, "Area" with a dropdown arrow, and "Area/Room Number" with a text input field and a red checkmark icon. Below these fields is a checkbox labeled "Yes, remember my area entries for my next new request entry."

Step 3: Select the category that best describes your problem and click on the icon or select the item from the drop down box, whichever format is listed on your page.

Step 3 Select Problem Type: ☒

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

 Athletic Fields	 Carpentry	 Climate Control	 Custodial
 Doors and Hardware	 Electrical	 Event Setup	 Food Service Delivery
 General Maintenance	 Grounds	 Heating/Ventilation /Air Conditioning	 Inspections
 Key and Lock	 Kitchen Equipment	 Kitchen Repair	 Lighting
 Locker Repair	 Miscellaneous	 Office Furnishings	 Operational Services
 Painting	 Pest Control	 Playground	 Plumbing
 Pool	 Recycling	 Restrooms	 Roof
 Supplies	 Telephone Service	 Utilities	 Vehicle Maintenance
 Warehouse	 Windows		

Step 4: Type in your description of the problem.

Step 4 Please describe your problem or request. ☒

*After Step 4, some selections may or may not be included on your organization's form and so the numbering may change. Fill out the applicable steps if available and/or required:

Time Available: Type in the best time for a maintenance technician to come by.

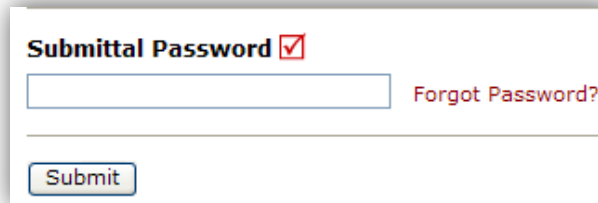
Purpose Code: Click on the drop down arrow and select a purpose code.

Requested Completion Date: Enter the date by which you would like the work to be completed.

Budget Code: Select a Budget.

File Attachment: A maximum of two files with a size limit of 3MB each may be attached to each work order.

Submittal password (always a required step): Enter **MCCC (password)** then click the submit button and your work order will be routed to the appropriate person.

A screenshot of a web form titled "Submittal Password" with a red checkmark icon. It features a text input field, a "Forgot Password?" link, and a "Submit" button.

Submittal Password ☒

[Forgot Password?](#)

**If you have questions or need assistance, please contact the System Administrator, Carol Hoppock x3534 or
Natalia Mun, Controller x3592. Additional contact: SchoolDude Support: 877-883-8337-OR-support@schooldude.com**