

SUITEREQ CATEGORIES AND SUB CATEGORY SELECTIONS

****EMERGENCY: LIFE AND SAFETY****

Use only if one of these subcategories apply!

FSR, FIRE, POLICE NOTIFIED?

(A "YES" ANSWER IN THIS FIELD SIGNIFIES THE PROPER NOTIFICATIONS WERE MADE FOR YOUR REQUEST)

BROKEN SHARP EDGES (HAZARD)
DANGEROUS FUMES SUSPECTED
ELEVATOR INOPERABLE
EXTERIOR DOOR NOT SECURED
EXTERIOR WINDOW BROKEN
FIRE ALARM SYSTEM IN ALARM
FIRE SPRINKLER DISCHARGE
MAJOR FLOODING IN FACILITY
NO A/C ENTIRE SITE
NO HEAT ENTIRE SITE
POWER OUTAGE ENTIRE SITE
SMOKE/FIRE IN FACILITY

URGENT REPAIR MAJOR DAMAGES

Use only if one of these subcategories apply!

FSR NOTIFIED?

(A "YES" ANSWER IN THIS FIELD SIGNIFIES THE PROPER NOTIFICATIONS WERE MADE FOR YOUR REQUEST)

DRAIN/TOILET BACKING UP
LEAK CAUSING DAMAGES
MAJOR FLOODING OUTSIDE
NO A/C MORE THAN 10 ROOMS
NO HEAT MORE THAN 10 ROOMS
NO POWER MORE THAN 10 ROOMS
REPAIR FOR SCHEDULED EVENT
VULGAR GRAFFITI STREETSIDE

--DESIGNATED SPECIAL NEEDS AREA/RM

This category is limited to any ROOM within the school designated for Special Needs Individuals Only!

NEW SUBCATEGORY SELECTIONS HAVE BEEN ADDED TO THE "HEATING OR COOLING REPAIRS" CATEGORY TO DESIGNATE A SPECIAL NEEDS AREA. THEREFORE REPAIRS TO A/C OR HEAT FOR SPECIAL NEEDS AREAS SHOULD BE INPUT INTO THE HEATING AND COOLING CATEGORY

NEW INSTALLATION/REMODELING

BALLFIELD/CONCESSION STAND/EXT BLEACHERS?

INSTALL NEW EQUIPMENT

NEW BLDG SECURITY EQUIP

NEW BOLLARD REQUEST

NEW CARPENTRY REQUEST

NEW ELECTRICAL/DATA LINE REQUEST

NEW FLOORING REQUEST

NEW GATE REQUEST

NEW INSTALL (OTHER) GIVE DETAILS

NEW LANDSCAPING REQUEST

NEW LOCK/HARDWARE REQUEST

NEW OUTDOOR FEATURE

NEW PAINTING REQUEST

NEW PLUMBING REQUEST

NEW ROOFING REQUEST

NEW SIGN REQUEST

OTHER PROJECT (GIVE DETAILS)

SITE FUNDED PROJECTS

SELECT YES OF NO

IF SITE FUNDED

SELECT GENERAL FUNDED, GRANT FUNDED OR SITE GENERATED FUNDING

INTERIOR OR EXTERIOR PROJECT

SELECT EXTERIOR PROJECT OR INTERIOR PROJECT

SPECIAL AC/HEAT REQUEST SCHEDULE

**Note: This category is the ONLY EXCEPTION for information typed into RM# & DESC OF REPAIR* field
Type the Date of the Activity and the Name of the Activity ONLY in this field...See Example Below:**

4/15/12 SPRING CONCERT

Other fields will be provided to enter all other pertinent information necessary for this type of request.

Are you scheduling a Special Event?

(If the answer to this field is NO, then you are entering the WO into the WRONG CATEGORY.)

Use this category **ONLY** when requesting AC or HEAT for Special Events outside normally scheduled hours at your facility.

DO NOT USE "SPECIAL AC/HEAT REQUEST SCHEDULE" CATEGORY FOR HEATING OR COOLING REPAIR, EVER!

Other fields in this category are:

Details: for added information pertinent to your request

A/H or BLDG #: Contact FSR for this information if you do not have it.

All Special AC/HEAT Requests must have the A/H or BLDG #s

Start and End Times of Event: Self-Explanatory

Name of Event: Title of Event

For Summer Schedule: (Is the Form Attached)...

YES if you added the schedule as an attachment

NO if no schedule is attached

ALL OTHER CATEGORIES ARE A-Z ALPHABETICAL

AUDIO/VISUAL (DVD,PROJ,SOUND) EQR no longer repairs TVs

- CLASSROOM AUDIO SYSTEM
- CLASSROOM AUDIO/VISUAL SYSTEM
- CLASSROOM VIDEO SYSTEM
- DOCUMENT PRESENTER
- OTHER A/V (GIVE DETAILS)
- PROJECTOR
- PUBLIC ADDRESS SYSTEM
- SCOREBOARD REPAIR
- THEATER AUDIO & LIGHTING

BEEES / BEE SWARMS

- BEE HIVE LOCATED (GIVE DETAILS)
- BEEES STINGING
- BEEES SWARMING
- OTHER BEE / BEE SWARM (DETAILS)

BLEACHER REPAIRS

- BLEACHER CONTROLLER REPAIR
- BLEACHER MOTOR REPAIR(S)
- BLEACHER OTHER (DETAILS)
- BLEACHER SAFETY HAZARD
- BLEACHER STRUCTURAL REPAIR
- BLEACHERS WON'T MOVE

BLINDS/CURTAINS & STAGE CURTAINS

- OTHER STAGE CURTAIN (DETAILS)
- OTHER WINDOW TREATMENT (DETAILS)
- STAGE CURTAIN REPAIR
- STAGE RIGGING REPAIR
- WINDOW BLINDS REPAIR
- WINDOW CURTAIN REPAIR

BLOCK WALLS

- BROKEN BLOCK(S)
- LOOSE/MISSING BLOCK(S)
- OTHER (GIVE DETAILS)

CARPENTRY-WOOD & WALL CONSTRUCTION

- BULLETIN BOARD REPAIR
- COUNTERTOP REPAIR(S)
- DOOR/WINDOW FRAME REPAIR(S)
- EQUIPMENT MOUNTING (DETAILS)
- GLASS/MIRROR REPAIR (NON-EMERGENCY)
- KICK PLATE/THRESHOLD REPAIR(S)
- OTHER CARPENTRY (DETAILS)
- PORTABLE SKIRTING REPAIR
- PROJECTION SCREEN MOUNTING
- SECURE SHELVING TO WALL
- SHELVING/CABINET REPAIR
- WALL/CEILING REPAIR(S)
- WHITEBOARD REPAIR
- WOODEN DOOR REPAIR (NOT LOCKS)

CCTV SECURITY SYSTEMS

CCTV OTHER/UNKNOWN FAILURE
INTRUSION ALARM CONTROL PANEL
INTRUSION ALARM OTHER/UNKNOWN FAILURE
INTRUSION ALARM SENSOR(S)
SECURITY SYSTEM CAMERA(S)
SECURITY SYSTEM MONITOR(S)
SECURITY SYSTEM VIDEO CONTROLLER

CEILING TILES

OTHER (GIVE DETAILS)
REPLACE BROKEN TILE(S)
REPLACE STAINED TILE(S)

CLOCKS / BELLS / INTERCOM

BELL SCHEDULE
CLOCK(S) REQUIRE MOVING/INSTALLATION
CLOCK(S) REQUIRES REPAIR
INTERCOM REQUIRES REPAIR(S)


CUSTODIAL EQUIPMENT

ELECTRIC POWERED
GAS POWERED
 FLOOR BURNISHER
 LEAF BLOWER
 OTHER (GIVE DETAILS)

DOOR LOCKS/HARDWARE/KEYS -NOT FOR MASTER KEY REQUESTS (Refer to Page 7/Master Keys)

CABINET LOCK REPAIR
DOOR CLOSER ADJ/REPAIR
DOOR HANDLE/HARDWARE REPAIR
DOOR SLAMS SHUT (SAFETY)
DOOR SURFACE REPAIR(S)
KEY REQUEST (GIVE DETAILS)
REKEY REQUEST
SAFE LOCK ISSUES
WEATHER STRIPPING (METAL DOORS)
DETAILS – FILL IN PERTINENT INFO IN YOUR OWN WORDS
IS THIS A REQUEST FOR KEY(S)
 NO-I AM NOT REQUESTING KEY(S)
 YES I AM REQUESTING KEY(S)

ELECTRICAL REPAIRS

CIRCUIT BREAKER(S) TRIP
COVERPLATE(S) BROKEN
DATA PORT NEEDS REPAIR
DIFFUSERS/LENSES
 FIBER REPAIR
INDOOR LIGHT(S) / BALLAST
LIGHT SWITCH NEEDS REPAIR
OTHER ELECTRICAL REPAIR (DETAILS)
OUTDOOR LIGHTS NEED REPAIR
OUTLET(S) NEEDS REPAIR
POWER OUTAGE(S)

ELEVATOR REPAIR

ELEVATOR DOOR ISSUE(S)
ELEVATOR INOPERABLE
ELEVATOR PHONE REPAIR
ELEVATOR SHAKING / NOISEY
OTHER ELEVATOR REPAIR (GIVE DETAILS)
PERSON(S) STUCK IN ELEVATOR

ENERGY CONSERVATION ISSUES

A/C WILL NOT SHUT OFF
HEAT WILL NOT SHUT OFF
LIGHTS WILL NOT SHUT OFF
OTHER CONSERVATION ISSUE (DETAILS)

FENCE/PLAYGND/SHADE STRUCT

CHAIN LINK FENCE REPAIR
OTHER PLAYGROUND/FENCE REPAIRS (DETAILS NEEDED)
PLAYGROUND EQUIPMENT REPAIR
SHADE STRUCTURE REPAIR
TENNIS COURT NETTING
TETHER BALL EQUIPMENT REPAIR
WROUGHT IRON FENCE REPAIR

FIRE ALARMS

FIRE PANEL IN ALARM (DETAILS)
FIRE PANEL IN TROUBLE (DETAILS)
FIRE PANEL OTHER (DETAILS)

FIRE EXTINGUISHER SYSTEMS

FIRE ALARM SYSTEM
FIRE EXT CABINET REPAIR
FIRE EXT NEEDS SERVICING
FIRE EXTINGUISHER DISCHARGED
FIRE ROLLUP DOOR
FIRE SPRINKLER SYSTEM
FIRE SUPPRESSION SYS DEPLOYED

FLOOR RESTORATION (OPERATIONS)**TYPE OF FLOORING**

CARPET
MARBLE FLOOR
TILE FLOOR
WOOD FLOOR

DETAILS- FILL IN PERTINENT INFO IN YOUR OWN WORDS

SELECT SERVICE TYPE

FLOOR RESTORATION NEEDED
RESTORE FIRE DAMAGED FLOOR
RESTORE FLOOD DAMAGED FLOOR
RESTORE VANDALIZED FLOOR

FLOORING

BASEBOARD(S) NEED REPAIR
CARPET(S) NEED REPAIR
OTHER FLOORING REPAIRS (DETAILS)
RESTROOM PARTITION REPAIR
ROOM(S) NEED NEW FLOORING
TILE WALL REPAIR
TILE(S) FLOOR NEED REPAIR

FURNITURE (DESKS, LOCKERS, TABLES)

BENCH(S) NEED REPAIR
CART(S) NEED REPAIR
CURTAIN(S) NEED REPAIR
DESK(S) NEED REPAIR
LOCKER(S) NEED REPAIR
SEAT(S) NEED REPAIR
TABLE(S) NEED REPAIR
WINDOW TREATMENT(S) REPAIR

GENERATOR REPAIRS/SERVICE

ALARM SOUNDING
OTHER (GIVE DETAILS)
REQUIRES REPAIR
REQUIRES SERVICING

GLASS

BROKEN GLASS/MIRROR
BROKEN WINDOW (EMERGENCY)
ETCHED GLASS (VANDALISM)
ETCHED MIRROR (VANDALISM)
FIRE EXT CABINET GLASS
OTHER GLASS REPAIR (DETAILS)

GYM / ATHLETIC EQUIPMENT

INDOOR EQUIPMENT
OUTDOOR EQUIPMENT

HEATING OR COOLING


AIR HANDLER NUMBER(S) (A/H#)

(Fill in with pertinent A/H or Bldg numbers for the repair requested)

SELECT HVAC REPAIR

FILTERS NEED CHANGING
HEAD END ROOM COOLING
NO AIRCONDITIONING
NO HEATING
NOT ENOUGH AIRCONDITIONING
NOT ENOUGH HEATING
OTHER PLEASE GIVE DETAILS
SITE UNDER REHAB/REMOD/CONST

NUMBER OF ROOMS AFFECTED

CHANGE ALL APPLICABLE FILTERS
ENTIRE FACILITY
HEAD END ROOM
KINDERGARTEN/DAYCARE ROOM
LESS THAN 10 ROOMS
MORE THAN 10 ROOMS
 MP ROOM/KITCHEN
OFFICE AREA
SITE SEASONAL CHANGEOVER
SPECIAL NEEDS/EC ROOM

INDUSTRIAL ARTS / SHOP EQUIPMENT

ART CLASS EQUIPMENT (DETAILS)
AUTO SHOP EQUIPMENT (DETAILS)
CUSTODIAL EQUIPMENT (GIVE DETAILS)
FUEL PUMPS/STATIONS
HOME ECONOMICS CLASS EQUIP
KITCHEN EQUIPMENT (CULINARY)
SCENERY SHOP EQUIPMENT (DETAILS)
SCIENCE LAB EQUIPMENT (GIVE DETAILS)
TRANS. EQUIP (CHOOSE BELOW)
WASHER OR DRYER (GIVE DETAILS)
WOOD SHOP EQUIPMENT (DETAILS)

TRANSPORTATION DEPOT EQUIPMENT

A/C/ RECOVERY EQUIPMENT
ABOVE GROUND BUS LIFT
ABOVE GROUND FLUID PUMP
FUEL ISLAND PUMPS
GAS-BOY REPAIRS(S)
IN GROUND BUS LIFT
IN GROUND FLUID PUMP
MAJOR FUEL SPILL (EMERGENCY)
OTHER TRANSPORTATION EQUIP

KEY REQUEST- M A S T E R KEYS ONLY **ONLY MASTER KEYS REQUESTED UNDER THIS CATEGORY

IS THIS REQUEST FOR A MASTER KEY?

NO-STOP! USE THE LOCK AND HARDWARE CATEGORY ONLY

YES- THIS IS A MASTER KEY REQUEST – CONTINUE

NAME OF PERSON(S) RECEIVING KEY(S)

FILL IN WITH PERSON(S) NAME

REASON FOR DUPLICATE MASTER

ADDITIONAL MASTER KEY REQUEST

KEY(S) LOST

KEY(S) STOLEN

KEY(S) WORN OR BROKEN

NO PRIVATE LOCKSMITHS MAY BE USED FOR DUPLICATING CCSD KEYS

(Must select from drop down) I UNDERSTAND AND WILL COMPLY

DETAILS: KEY NUMBER AND QUANTITIES

FILL IN WITH PERTINENT REQUEST INFORMATION

REASON FOR ADDITIONAL MASTER KEY(S)

FILL IN WITH REQUESTED INFORMATION

INSP: HEALTH, FIRE, OSHA, STATE

(CONTACT FSR BEFORE INPUTTING ANY REQUEST)

DRAIN/GREASE TRAP REPAIR
EXIT SIGN/EMERGENCY LIGHT REPAIR
FIRE EXTINGUISHER REPAIR
FIRE SAFETY RELATED REPAIR (DETAILS)
INCORRECT WATER TEMPERATURE
INSECT INFESTATION (DETAILS)
KITCHEN HEATING/COOKING UNIT
OTHER INSPECTION REPAIR (DETAILS)
PLAYGROUND AREA (DETAILS)
PLUMBING FIXTURE CORROSION
REFRIGERATION UNIT REPAIR
UNSAFE PAVED SURFACE

WASH BASIN/SINK TIMING

LANDSCAPING/SPRINKLERS

- ATHLETIC FIELD MAINTENANCE
- FLOODING DUE TO SPRINKLER(S)
- GRASS NEEDS MOWING
- IRRIGATION/SPRINKLER REPAIR
- LEAF BLOWER OTHER REPAIR
- LEAF BLOWER MOTOR REPAIR
- MAJOR OUTDOOR FLOODING
- OTHER GROUNDS EQUIP REPAIR
- OTHER LANDSCAPE REPAIR (DETAILS)
- PWR WASHER MOTOR REPAIR
- PWR WASHER OTHER REPAIR
- STORM DAMAGE CLEAN-UP
- TREES/SHRUBS NEED TRIMMING
- URGENT TREE LIMB REMOVAL

MOLD, LEAD, ASBESTOS

- SUSPECTED ASBESTOS ISSUE
- SUSPECTED LEAD ISSUE
- SUSPECTED MOLD ISSUE

MUSICAL INSTRUMENTS


- BRASS
- PERCUSSION (DRUMS, XYLOPHONE, ETC)
- PIANO(S)
- STRINGS
- WOODWIND(S)

OFFICE MACHINE REPAIR

- COPIER REPAIR
- DUPLICATOR REPAIR
- ERROR CODE ON MACHINE (DETAILS)
- OTHER OFFICE MACHINE REPAIR (DETAILS)
- PAPER CUTTER (MANUAL & ELECTRIC)
- PAPER SHREDDER

PAINT OR GRAFFITI (ANSWER ALL QUESTIONS REGARDING PAVEMENT or PLAYGROUND STRIPES/DOTS)

Requires attaching a diagram (JPG format)

- DELIVER PAINT (GIVE DETAILS)
- FIX DAMAGED PAINT (DETAILS)
- FIX HOLE IN WALL
- GRAFFITI NON VULGAR
-  PAVEMENT STRIPES/DOTS (GIVE DETAILS)
- PLAYGROUND STRIPES/DOTS (GIVE DETAILS)
- PLAYGROUND STRIPING (GIVE DETAILS)
- TOUCH UP PAINT (GIVE DETAILS)
- VULGAR GRAFFITI HIGHLY VISIBLE

PAVING/SIGNS/METAL REPAIR

- ASPHALT CRACK REPAIR
- BASKETBALL HOOP REPAIR
- BLEACHER REPAIR
- BOLLARD REPAIR
- CONCRETE/STUCCO/ASPHALT REPAIR
- CREATE/INSTALL NAMEPLATE
- CREATE/INSTALL SIGN (DETAILS)
- GUTTERS/GRATES/POLE REPAIRS
- METAL RAMP REPAIR
- PAVEMENT DRAINING ISSUE
- PAVEMENT REPAIR
- PORTABLE STAIRS/RAIL REPAIR
- ROLL-UP DOOR REPAIR
- SAFETY SURFACE REPAIR

PEST CONTROL

- ANTS, SPIDERS, ROACHES INSIDE
- ANTS, SPIDERS, ROACHES OUTSIDE
- OTHER PEST(S) GIVE DETAILS
- PIGEON CONTROL ISSUE
- RODENTS INSIDE/OUTSIDE
- SCORPIONS INSIDE FACILITY
- SCORPIONS OUTSIDE FACILITY
- STRAY DOGS/CATS

PLUMBING

- BOILER HEATING ISSUE(S)
- BROKEN PLUMBING FIXTURE(S)
- BROKEN WATER LINE
- CLOGGED DRAIN(S)
- CLOGGED TOILET(S)
- DRINKING FOUNTAIN REPAIR
- FROZEN PIPES
- LEAKING SINK(S) TOILET(S)
- NO HOT WATER
- NO WATER/LOW PRESSURE
- OTHER PLUMBING ISSUE (DETAILS)
- SEWER GAS/GREASE TRAP ISSUES
- SINK/WASH STATION ISSUE
- WATER IS TOO HOT

REFRIGERATORS/COOLERS/FREEZERS

- ALARM ON COOLER/FREEZER (DETAILS)
- COOLER REPAIR
- FREEZER REPAIR
- MILKBOX REPAIR
- REFRIGERATOR REPAIR

ROOF ISSUES

ROOF DAMAGED (GIVE DETAILS)
ROOF REPAIRS (GIVE DETAILS)
VARIOUS LEAKS (GIVE DETAILS)

SMELLS / ODORS

BURNT RUBBER SMELL
ELECTRICAL BURNING SMELL
GAS SMELL
OTHER SMELL – NOT GAS
SEWER SMELL

SHOP AIR COMPRESSORS

COMPRESSOR INOPERABLE
HOSE OR FITTING REPAIR
NOT ENOUGH PRESSURE
OTHER COMPRESSOR ISSUE(S)

STREET SWEEPING REQUEST

(DO NOT USE FOR SWEEPER REPAIR-FOR REPAIR, CONTACT VIA INTERACT: MICHEAL GROOM)

BUS LANE SWEEPING
OTHER (PROVIDE DETAILS)
PARKING LOT SWEEPING
PLAY AREA SWEEPING

WATER HEATER

NO HOT WATER
OTHER WATER HEATER REPAIR (DETAILS)
WATER HEATER LEAKING
WATER TOO HOT