

# 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 A/C 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.**

**Special Event A/C Schedule**

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

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

**DO NOT USE "SPECIAL A/C 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 A/C 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 (TV,DVD,PROJ,SOUND)**

- 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  
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
- SEASONAL CHANGEOVER (HEAT & A/C)
- 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)

### **PAINT OR GRAFFITI (If your request is for Pavement or Playground Strips-follow new attachment instructions)**

DELIVER PAINT (GIVE DETAILS)  
FIX DAMAGED PAINT (DETAILS)  
FIX HOLE IN WALL  
GRAFFITI NON VULGAR  
PAVEMENT STRIPES/DOTS (GIVE DETAILS)  
PLAYGROUND STRIPE/DOTS (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

**TELEPHONE ISSUES**

- NEW TELEPHONE(S) REQUIRED
- OTHER ISSUES (GIVE DETAILS)
- TELEPHONE(S) INOPERABLE
- TELEPHONE(S) PROGRAMMING
- TELEPHONE(S) REQUIRE MOVING

**WATER HEATER**

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