Quick List: Post in Head Engineer's Office

School Phone: _____ Main Office:_____

Principal:_____ Office Phone:_____

School Address:_____ Zip Code: _____

Custodial Office: _____ Custodial Mobile: _____

Custodial Services: 651-603-4988 Custodial Support Services: Veara Yang 651-744-7384

Coordinator: _____ Phone: _____Mobile: _____

Facilities One-Stop Shop: 651-744-1800

District Emergency Communications Center (ECC): 651-744-1191

Wright Hennepin Security: 1-800-858-7811 Building security code: _____

Egan (fire alarm contractor): 763-544-4131 After hours: 1-866-275-3426

St. Paul Water Emergency Services: 651-266-6868 Nasiff (fire sprinkler contractor): 651-777-0001

Xcel Gas Emergency: 1-800-895-2999 Xcel Electric Outage: 1-800-895-1999

Elevator emergency (Entrapment): 1-800-708-2762 Building elevator ID: _____

Staff List:

Name	Phone# (home/cell)	Scheduled hours

Emergency Shutoff Locations (post a floor plan and highlight locations)

Name	Room # / Location	How to shut off or reset
Water Main		
Sprinkler Main		
Gas Main		
Electrical Main		
Sage		
Fire Panel		
Red Emergency Phone		
Elevator Equipment Room		
Fuel Oil Tank		
Pool Chlorine Tank		
Pool Chemicals (Other)		
Snow Equipment		

Computer Logins and Passwords

Logins	Username	Password	Notes
Custodial computer Custodial webpage	Employee Number e12345	Active Directory Password	
Personal Outlook email	firstname.lastname@spps.org	Person.al password	
Custodial Outlook email	{site}.custodial@spps.org	Steampipe!	
Permit Website	custodial@spps.org	custodian	https://stpaul.ce.eleyo.com/admin/authentication/login
Work Orders - WebTMA https://spps.webtma.com/	*First letter, first name and last name.* *Example: John Doe* *jdoe*	Password: password Client: spps	https://spps.webtma.com/Login?ReturnUrl=%2F
Tridium Automation	Employee number ie;123456	Active Directory password	https://001-niagara.isd625.sppsmn.int
Dalco Storefront	{site}.custodial@spps.org	steampipe	https://storefront.dalcoonline.com/mStorefront/
Grainger	{site}.custodial@spps.org	steampipe1	
Peoplesoft e-service Paychecks Mileage	Employee number without e 123456	Personal Peoplesoft password	
Supply Works	{site}.custodial@spps.org	steampipe1	https://www.supplyworks.com/

Times and Locations

Name	Time	End Time	Location(s)
B2Go	Pick-up time:		
Lunch program times			
Furniture storage			
Custodial supply			

After school programs: _____

Special set-up instructions:

_____

_____

_____

Door times to lock and unlock

Door Location	Unlock Time	Re-lock Time	Unlock Time	Re-lock Time