

c. **When you need to have work done (Work Order, Tech Request, Key Request)**

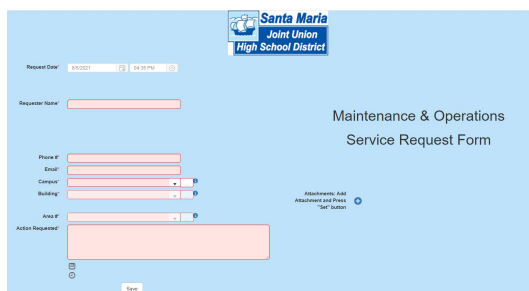
Maintenance Request

If you have something in your classroom that needs repairs, the first step is to let our Maintenance and Operations department know there's a problem. This is done by submitting a work order.

To submit a work order

Go to the SMHS website, on the left hand side under STAFF RESOURCES click on ***Maintenance and Operation Service Request.***

Complete the work order form, maintenance will contact you regarding your request.

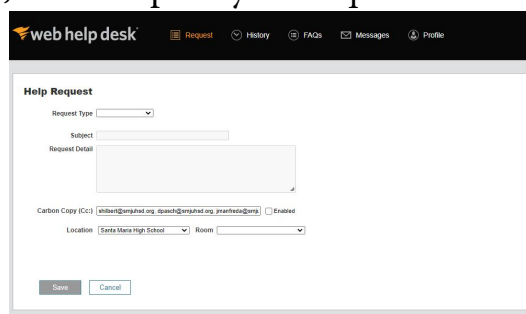
The screenshot shows a web form titled "Maintenance & Operations Service Request Form" for the Santa Maria Joint Union High School District. The form includes fields for "Requester Name", "Phone #", "Email", "Computer", "Building", and "Area #". There is a large text area for "Action Requested" and a "Save" button at the bottom. The header of the form includes the district's logo and name.

Tech Request

If you are having an issue with any technology including, phone, computer, or printer.

There are a few ways to complete your tech request:

1. Click the white cross icon on your desk top, and follow the log in instructions.
2. Send an email to help@smjuhsd.org with your request
3. Or go to the SMHS website:
 - * Go to STAFF RESOURCES
 - * Click on Technology Service Request
 - * Sign in with your district email and password, and complete your request.

The screenshot shows a web interface for a "web help desk". It has a navigation bar with links for "Request", "History", "FAQs", "Messages", and "Profile". The main content area is titled "Help Request" and contains a form with fields for "Request Type", "Subject", "Request Detail", and "Location". There is also a "Carbon Copy (Cc)" field and a "Save" button at the bottom.

Key Request

The attached fillable key request form is on the following page. After completing the form have Mr. Campbell sign it and he will forward it to the Maintenance Department.

(the below form can also be found in the mail/copy room)

SMJUHSD KEY REQUEST FORM

Complete Parts I & II, then submit to the Maintenance Department

Part I: Requester Information

Date: _____

Site: ☐ SSC ☐ DHS ☐ ERHS ☐ PVHS ☒ SMHS ☐ Other: _____

Name of Recipient: _____ Dept/ Position: _____ Contact Info: _____

Location(s) Requested: _____ Date of Return: _____

Reason

Requested: ☐ Lost Key ☐ Sub Packet ☒ New Hire ☐ Other (specify): _____

☐ Additional to Department or ☐ Replacement for: _____

Part II: Key Request Approval

Replaced Staff Key Return Date: _____

ATHLETICS: N/A--Approved / Disapproved
Please Circle One _____
Brian Wallace, Athletic Director

ALL KEY REQUESTS: N/A--Approved / Disapproved
Please Circle One _____
Steve Campbell, Principal

ALL KEY REQUESTS: N/A--Approved / Disapproved
Please Circle One _____
Ken Gropetti, Plant Manager

Plant Manager Notes: _____

Part III: Key Issue Information

Key Issued	
1.	
2.	
3.	
4.	
5.	

Key Issued	
6.	
7.	
8.	
9.	
10.	

I understand that **I must protect keys at all times**; that it is **not permissible for students to have possession of keys** at any time, and that **if key(s) are lost I am to report it immediately** to the Principal's Office and to the Plant Manager. I further understand that **I will be charged \$5.00 for any replacement key and all costs associated to re-keying due to lost keys will be forwarded to the District Office.**

Recipient Signature

Date Issued

Part IV: Key Collection/Disposition (Locksmith & Maintenance Secretary Use Only)

Personal Key
Code (PRIMUS Only): _____ Comments: _____