

Good morning Midlakes Staff!

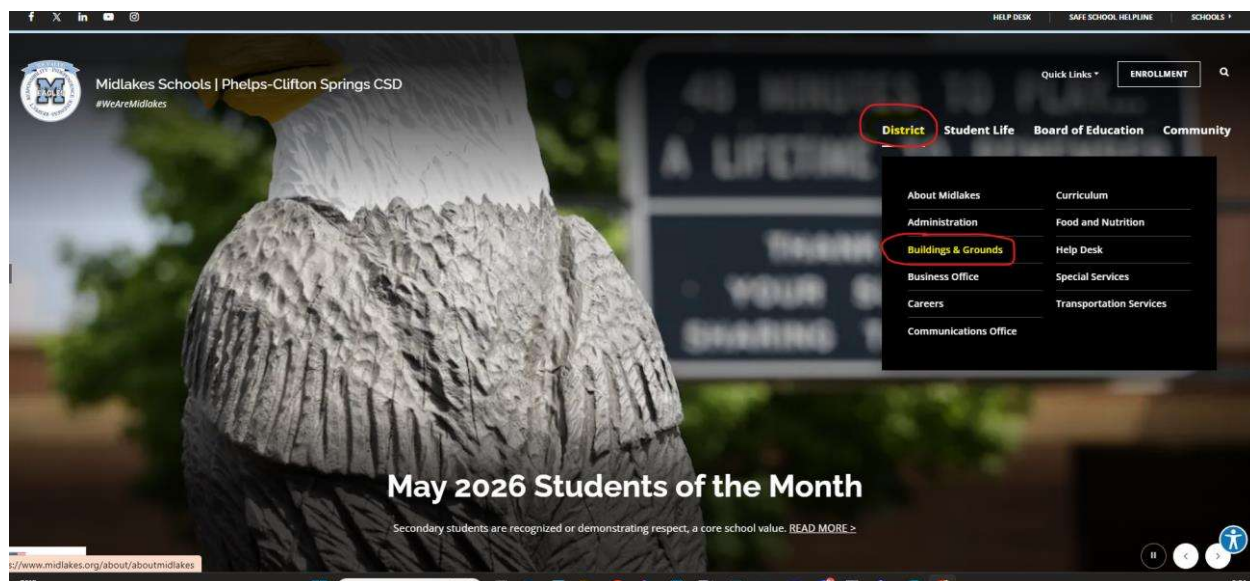
Just a reminder when you need help from our fantastic facilities department, please use the maintrequests@midlakes.org email address with the fun toolbox icon. Doing so will automatically create a workorder in their system and ensures your request is received and logged for the appropriate staff member and in the corresponding building 🛠️

<https://www.midlakes.org/about/facilities>

Work Order Requests: <https://ny53.mlworkorders.com/Login.aspx>

Begin by logging into your WorkOrders account. A link can be found on the Midlakes.org website under District > Buildings & Grounds

(<https://www.midlakes.org/about/facilities>)



Once there, you can select Click on the Facility Work Requests link, and log into ML Work Orders

Facility Use Requests

The Phelps-Clifton Springs Central School District Board of Education encourages the community use of school facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of schools. There are also [terms and conditions](#) to follow, found [here](#). Residents, staff members, and community groups can make online facility use requests by accessing the following link:

► [Facility Use Portal: User Guide](#)

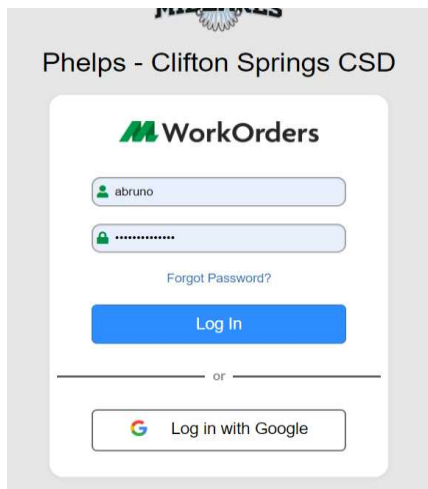
► [Reserve a space on campus](#)

► [Facility Use Calendar](#)

► [Staff Facility Work Requests](#)

► [Staff IT Work Requests](#)

Log in and fill out the information,



Phelps - Clifton Springs CSD

WorkOrders

abruno

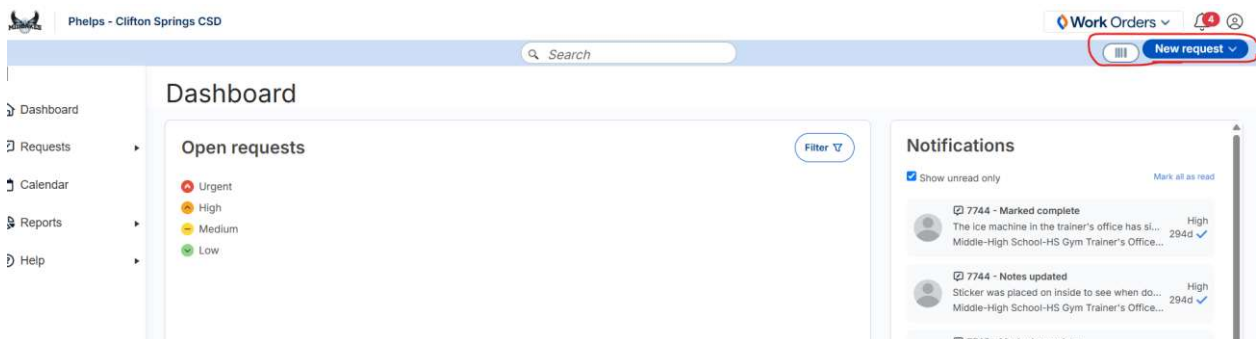
[Forgot Password?](#)

Log In

or

 Log in with Google

After Logging in, you will see the option for "New Request" in the upper corner



Phelps - Clifton Springs CSD

Work Orders

New request

Dashboard

Open requests

Urgent
High
Medium
Low

Notifications

Show unread only

7744 - Marked complete
The ice machine in the trainer's office has sl... High
Middle-High School-HS Gym Trainer's Office... 294d ✓

7744 - Notes updated
Sticker was placed on inside to see when do... High
Middle-High School-HS Gym Trainer's Office... 294d ✓

7745 - Marked complete

Fill out the information and at the bottom of the online form, click "Submit Request"

Work Orders

Calendar

Help

Submit Work Order

My Work Orders

Request Type

Building

Space

Specific Room/Area

Description

Request Work Order

Andraea Bruno

Maintenance

Midlakes Elementary School

MEC ES Conf Rm

Room 101