

For Maintenance or Custodial requests please use drop down boxes.

1. Type: **Select**
2. Priority: **Select**
3. Needed By: **Select**
4. Location/Asset: **Be sure to select correct building and category**
5. Problem : **(Example: Light Burned Out)**
6. Task needed: **Select if listed (Example: Electrical & check individual task)**
7. Type in Short Description **(Specific information and Room #)**
8. **Hit Submit Button**

Maintenance Connection - Microsoft Internet Explorer

Service Requester
James Koppelik

abcd
efgh
ijklm
Garfield Heights City Schools

Select an option:

- Submit Service Request
- Service Request Status
- Submit Feedback / Surveys
- Customer Service
- Frequently Asked Questions
- Profile
- Change Password
- Help
- Log-off

Submit Service Request

Please fill out the form below. When you are finished, click the **Submit** button below (you may need to scroll the page down with your mouse). Click on a field name for more information.

Type: Routine

Priority: Normal

Needed By: Friday 2/2/2007

If possible, please specify the closest Location or Asset that relates to your request. [If you know the Location or Asset ID, click here.](#) (This is not required)

Location / Asset: Garfield Heights City School District
Garfield High School
Electrical
More...(if needed)


Problem: Light Burned Out (Not Required)

Tasks Needed: Electrical... (Not Required)

1. Remove burned out light. 2. Replace with new light.

Short Description: Two Lights Burned Out in room #222

Submit



start Maintenance Connect... 1:34 PM