

Facility Repairs - Work Order System

Submit a request for service

Teamworks on-line work order system is used for requesting all facility repairs. The Senior Custodian is the primary and first point-of-contact for site based staff when repairs are needed. If the Senior Custodian is unavailable, the other building custodian(s) can submit work orders in their absence. If no custodian is available or there is an after-hours need, please call the District Communications Center (DCC) at 612.668.0322. The DCC is available 24 hours a day, 7 days a week.

As the site leader, Principals can submit work orders. Interested Principals should email Grant Lindberg, Plant Maintenance Manager, at Grant.Lindberg@mpls.k12.mn.us, to discuss the process of submitting work orders and gain access.

Teamworks generates a work order number automatically for reference. The Senior Custodian has access to track all requests generated for their building and can provide site administration with status updates on individual repair requests if requested. This system is used for **all** facility repair requests.

For security items (cameras, door buzzers, card readers, etc.) and technology repairs (computers, projectors, smart boards, etc.), please request repair services by submitting an IT eHelpDesk ticket at <http://ehelpdesk.mpls.k12.mn.us/>.

[Senior Custodian / Custodian: click here to go to Plant Operations' Sharepoint Site.](#)