

How to enter a facilities work order

I am very excited to announce a new portal through which every employee of the Newmarket School District can enter facilities work orders!

In emergencies, please call David Reilly on my cell (603) 770-0193

For all other repair requests please follow this link:

<https://www.myschoolbuilding.com/sso/default.aspx?acctnum=2106552320>

Step 1:

This area should already be completed with your name and email address.

Step 1 Please be yourself, click [here](#) if you are not David Reilly

First Name	Last Name	Email
<input type="text" value="David"/>	<input type="text" value="Reilly"/>	<input type="text" value="reillyd@newmarket.k12.nh.us"/>
Phone	Pager	Mobile Phone
<input type="text" value="6032927964"/>	<input type="text"/>	<input type="text" value="6032927964"/>

Step 2:

Select the location of your request (JR/SR High, Elementary school, SAU, etc.)

Select the area of your request (Bathroom, parking lot, Café, etc.)

Lastly, please enter the room number.

Step 2 **Location**

Area

Area/Room Number

Step 3:

Select the job type.

Please make your best guess.

Step 3 Select Problem Type:



Maintenance Help Desk: Click on the problem type below that best describes your issue.

Step 4:

Describe the work you would like to be done.

We ask that you be as specific as possible.

Step 4 Please describe your problem or request.

Step 5:

Requested completion date.

Please note this is not a guarantee that the work will be done by this date.

Step 5 Requested Completion Date

 

(A valid date is required. Text is not accepted, but you may leave it blank. Click [here](#) for assistance in date entry.)

Step 6:

Submit your request.

Step 6