

Simmons College Facilities Work Request Instructions

Please follow the steps below to submit your work requests.

New Users – Set Up Your SchoolDude Account

Step 1 Visit [FIXIT.SIMMONS.EDU](https://fixit.simmons.edu)

Step 2 Enter your Simmons network username and password

Step 3 Update your PHONE NUMBERS so we may contact you.

Step 4 Click SUBMIT

Submitting a Work Request

Status updates will be sent to the email address associated with your Simmons network account and will be sent from SchoolDude Message Center.

Step 1 Visit [FIXIT.SIMMONS.EDU](https://fixit.simmons.edu)

Step 2 Enter your Simmons network username and password

Step 3 Select a LOCATION (building)

Step 4 Select an AREA (i.e. office, exterior, women's restroom)

Step 5 Enter an AREA NUMBER (i.e. E008D, sidewalk, 1st floor east wing)

Step 6 Click on most appropriate PROBLEM TYPE (see following page for complete list)

Step 7 Describe your REQUEST as completely as possible

Step 8 If you wish, you can ATTACH A FILE, such as a diagram or photo.

Step 9 Click SUBMIT

Step 10 Email receipt will be sent to you by SchoolDude Message Center including work order number

SchoolDude Work Request Problem Types

Boiler

Facilities Department use only

Carpentry

Install shelf/artwork/bulletin board, flooring/ceiling repair or maintenance

Doors and Hardware

Door/doorknob repair or maintenance (please note: there is a separate Problem Type for keys)

Electrical

Blown fuse, no power

Elevators

Elevator repair/maintenance

Furniture

Bed bunk/raise, furniture repair

General Maintenance

Used for requests that don't belong in any other category

Grounds

Exterior landscaping maintenance

HVAC

Room temperature change

Housekeeping

Cleaning, trash/recycling removal

Inspections

Facilities Department use only

Key and Lock

Lock repair

Kitchen Equipment

Residence Hall/Dining Hall/Kitchen appliance repair

Lighting

Light bulb replacement

Moving

Internal box/supply move

Painting

Interior painting (subject to approval by Facilities Department)

Pest Control

Interior/exterior pest sightings

Plumbing

Clogged toilet/sink/shower/tub, water leaks

Records Management

Facilities Department Use Only

Shades/Blinds

Repair window shades/blinds in office or residence hall

