



## WORK ORDERS FOR THE FACILITIES DEPARTMENT

Work Orders are required in order for tasks to be performed by the University's maintenance and housekeeping staffs through the Facilities Department. They must be filed with as much advance notice as possible. Below is the link and instructions on how to submit a facilities work order through the new work order system National Management has implemented. This link can also be found by logging into my. Centenary, clicking on Directory, clicking on Facilities & then selecting Request for Building Maintenance. Please contact Facilities at x 2301 with any questions. To access the system, you may go to:

<https://login.myschoolbuilding.com/msb?acctNum=874590208&productID=MD>

Please make note: after finishing filling out a work order request, the system will ask you to provide a password for completion. The password is "CU123" and this will be the password for everyone, students included.