



Benton School District

PURSUIT OF EXCELLENCE THROUGH EDUCATION

School Dude Maintenance & Preventative Work Order System

Below are the processes used by Benton Public Schools for requesting and completing work orders within the School Dude Work Order System.

Maintenance Work Order:

Step 1: Teacher/Employee requests maintenance work to be completed by logging into School Dude systems and submitting their request.

Step 2: The work order request goes to the system administrator who then prints and distributes to the Maintenance/Safety Director for completion.

Step 3: Once the work has been performed, the Administrator completes the Maintenance Work Order for in the School Dude System.

Preventative Work Order:

Step 1: A Preventative Work Order is generated, according to the previously determined schedules which are set up in the School Dude system

Step 2: The Preventative Work Order goes to the system administrator who then prints and distributes to the Maintenance/Safety Director for completion.

Step 3: Once the work has been performed, the Administrator completes the Preventative Maintenance Work Order in the School Dude System.