



Do you need something in your room repaired or have other facility concerns?

We encourage you to use our work order request system **SCHOOL DUDE** for all routine repairs. Go to: www.fitchburgstate.edu/hm. Click on “Create a work order using School Dude” link at the bottom. You will be directed to the request page where you can follow the easy instructions for the initial set-up of your account. If you need additional information and instructions, a power point presentation “SchoolDude Tutorial-Housing” with step by step directions is located above the work order link.

Here are some hints for submitting work orders:

- **STEP 1** Your Name and information
- **STEP 2** Location (building i.e.; Russell Towers, Aubuchon)
- **STEP 3** Problem Type choose “Housing”
- **STEP 4** Describe your problem or request
- **STEP 5** Purpose Code choose “Housing & Residential Services”
- **STEP 6** Submittal Password “FSC” (not cap sensitive)
- **STEP 7** Click the Submit button



**FITCHBURG STATE
UNIVERSITY**

FOR ALL EMERGENCY REPAIR REQUESTS
please contact a member of your Hall Staff **OR**,

WEEKDAYS 6AM-5PM call Capital Planning
and Maintenance at 978-665-3115

EVENINGS, WEEKENDS, AND HOLIDAYS
contact Campus Police 978-665-3111 or the RA on duty.