

Facilities & Maintenance Department

Southwest Independent School District

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Procedure

To: Brandon Crisp
From: Thomas Krueger, Director
Date: 11/1/2017
Re: Procedure No 2011.2

Effective Date: 6/29/2016

Main Campus and District Wide - Facility Being Requested by In-District and Organizations

1. Facility Request are only submitted online. Access the Facility Request by going to Southwest ISD website home page, under Quick Links or Facility Maintenance website under forms
2. All requestors have to register for the first time. Full instructions are available under the Documents tab.
 - A. Many requestors have already registered. If you like to find out whether you or your organization is already in the system, please call Debra Martin or Martha Devorah at Facilities & Maintenance.
 - B. If your event is for only SWISD students, please indicate that in the **Event Description** Box. If there is no indication made, we will assume that the event will be need to be invoiced.
3. Submitted facility request are routed to Facilities & Maintenance.
4. If event is to take place on the weekend or after hours, please indicate the services needed. Example: HVAC, extra trash pickup, etc. A workorder will automatically be generated in SchoolBuilding so that the services that you need for your event will be met.
5. Approval from Principal/Director could take up to two weeks. Facilities & Maintenance will contact organization of decision. If request is approved, Facilities & Maintenance will follow up with all other requirements, including invoicing.
6. The campus/office secretary adds event to their campus calendar.

Related Procedures:

None.

Other Related Information:

None.

Authority: SWISD Facilities & Maintenance Department