

LOOKING FOR A JOB?

Looking for summer housing?

Capital Planning and Maintenance has employment opportunities both during the school year and during summer. Contact us for more information!



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

FOR ALL EMERGENCY REPAIR REQUESTS

please contact a member of your Hall Staff **OR**,

WEEKDAYS 7AM-5PM

call Capital Planning and Maintenance at 978-665-3115. Have your email and student ID ready.

EVENINGS, WEEKENDS AND HOLIDAYS

contact University Police at 978-665-3111 **OR**, the RA on duty.



FITCHBURG STATE UNIVERSITY

CAPITAL PLANNING AND MAINTENANCE

978-665-3115 • capitalplanning@fitchburgstate.edu