

RESOLVE FACILITY ISSUES

A STEP-BY-STEP PROCESS

01

SUBMIT A BUILDINGS & GROUNDS WORK ORDER REQUEST TO YOUR SCHOOL SITE'S SECRETARY AND EMAIL YOUR PRINCIPAL ABOUT THE ISSUE.

02

AFTER YOU SUBMIT THE WORK ORDER, SFUSD BUILDINGS & GROUNDS WILL NOTIFY YOUR PRINCIPAL OF ITS STATUS.

03

CHECK-IN WITH YOUR PRINCIPAL ABOUT ANY UPDATES/TIMELINE/IMPROVEMENTS TO THE FACILITY ISSUE(S).

04

IF THERE ARE NO IMPROVEMENTS/CHANGES, NOTIFY BY EMAIL UESF OFFICER, GERI ALMANZA, AT GALMANZA@UESF.ORG AND SHE WILL FOLLOW UP WITH SFUSD BUILDINGS & GROUNDS.

05

WHILE IN CONTACT WITH GERI, FILE A WILLIAMS COMPLAINT FORM AND A GRIEVANCE IF THERE CONTINUES TO BE NO IMPROVEMENTS/UPDATES.

IMPORTANT INFORMATION:

- KEEP TRACK OF THE TIMELINE OF THIS WHOLE PROCESS.
- IF YOU WOULD LIKE TO ORGANIZE AROUND THE FACILITY ISSUES YOUR SITE IS FACING, PLEASE EMAIL GERI.
- LEARN MORE ABOUT SUBMITTING A WORK ORDER [HERE](#).