

WELCOME TO



How to enter
Special Projects, Work Orders,
& Check Status

Who to contact with questions
Maintenance Hotline 801-567-8862

Charla Doran – 801-567-8861 – Special Projects

Charla.doran@jordandistrict.org

Becky Workman – 801-567-8858 – Work Orders


Becky.workman@jordandistrict.org

Judy Bird – 801-567-8625 – Login

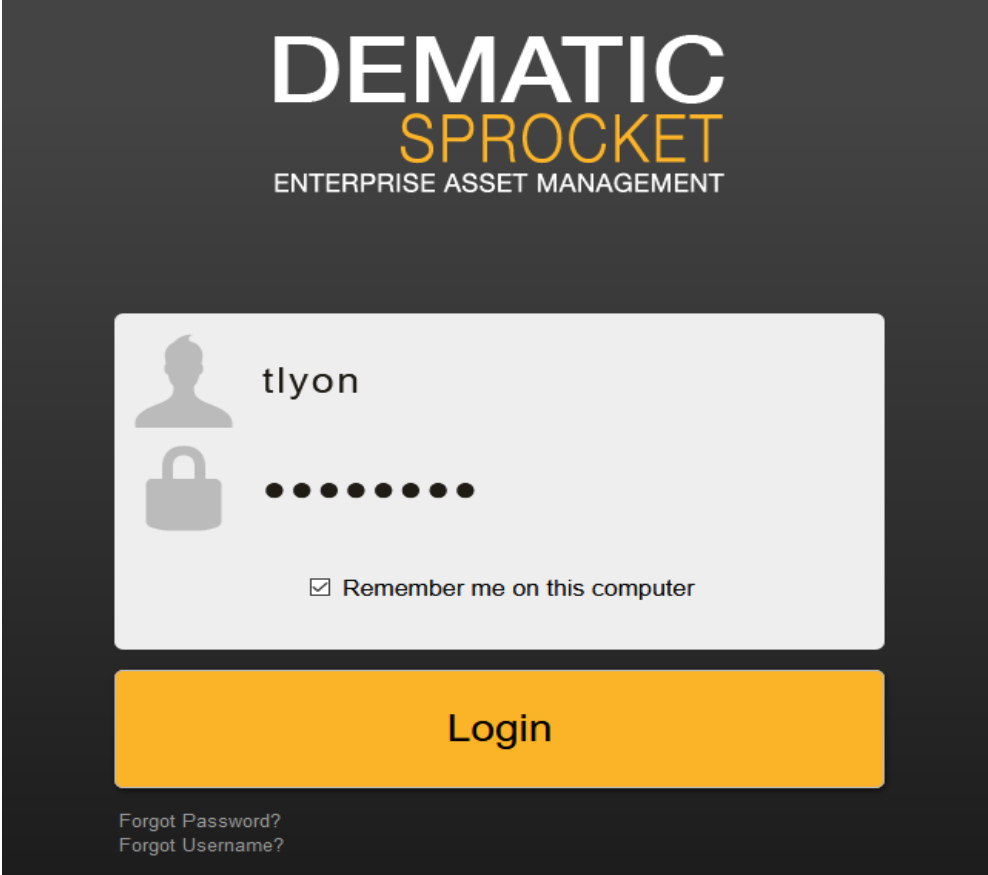
Judy.bird@jordandistrict.org

Teresa Lyon – 801-567-8626 - Login


Teresa.lyon@jordandistrict.org


When logging into Sprocket you must use Firefox  only

Log into <https://jordan2.upturnhost.com>



DEMATIC
SPROCKET
ENTERPRISE ASSET MANAGEMENT

 tlyon

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Remember me on this computer

Login

[Forgot Password?](#)
[Forgot Username?](#)

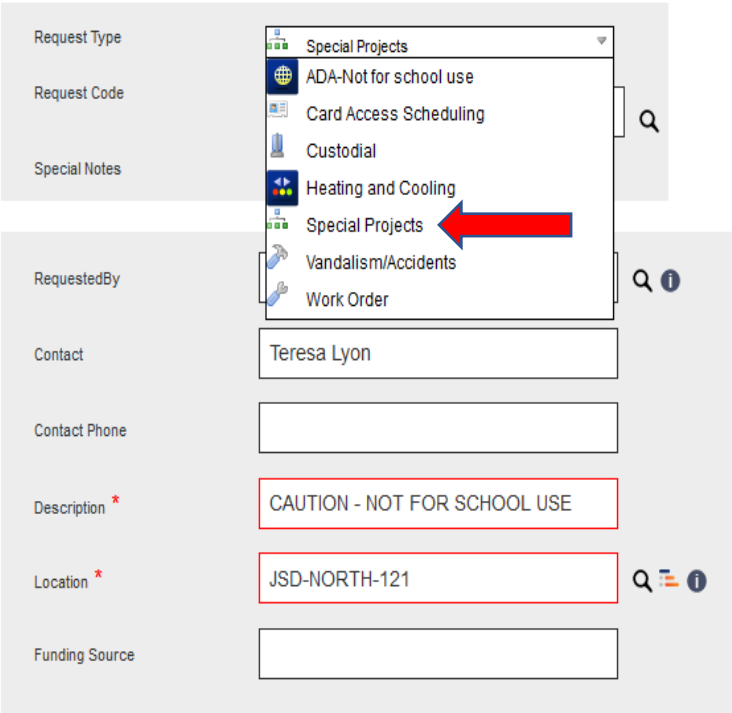
Creating a Special Project

Start by clicking on New Work Order



Click Request Type. You will select Special Projects

New Work Order



RequestedBy will automatically be filled in with your info.

Click on Contact and enter your name

All * need to be filled (location will be your school)

The description box at the bottom of the page will be where you are entering the work you want done.

Click Submit Work Order

New Work Order

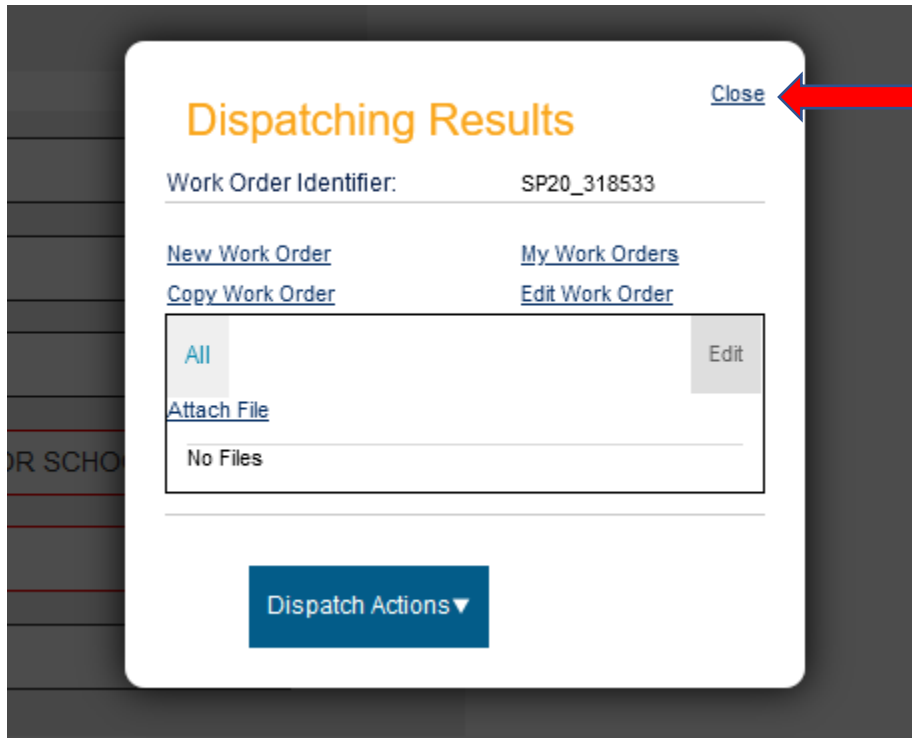
Request Type	<input type="text" value="Special Projects"/>
Request Code	<input type="text" value="SPECIAL PROJECT"/>
Special Notes	

RequestedBy	<input type="text" value="TLYON"/>
Contact	<input type="text" value="Teresa Lyon"/>
Contact Phone	<input type="text"/>
Description *	<input type="text" value="CAUTION - NOT FOR SCHOOL USE"/>
Location *	<input type="text" value="JSD-NORTH-121"/>
Funding Source	<input type="text"/>

<p>This will be a description of the Special Project that you are requesting for your school.</p>

After you have submitted, this box will appear with your work order number. Keep that number for your reference.

Click close!



Once this has been submitted it will go to the Special Project Coordinator in Facility Services who will come to your school and will create an estimate.

To see your Special Project after the Special Project Coordinator completes the estimate, click My Work Orders.

*Status is listed as Awaiting Principal Approval

You must click on work order number to open the Special Project Work order.

Work Management ▾

SprocketPortal My Requests **My Work Orders** New Work Order

My Work Orders

Refresh Search

New Work Order

Page size: 100

<input type="checkbox"/>	Work Order	Actions	School	Location	Account Code	Employee	Status	Approved by
<input type="checkbox"/>	SP20_316545		Herriman High	JSD-SOUTH-707	32-E-707-9932-4482-724	TQUARNBERG	Awaiting Principal Approval	
<input type="checkbox"/>	SP20_315559		Herriman High	JSD-SOUTH-707	32-E-707-9932-4482-724	TQUARNBERG	Awaiting Principal Approval	

Page size: 100

To approve a Special Project Work order, click on Dispatch Actions, click on Approve and Assign Area Admin.

Work Order Details

WORK ORDER NO: SP20_316545 STATUS: Awaiting Principal Approval

Summary Details Material Time Costs Devices Inspections Certifications Permits Project Pick Orders Estimates History Claims Saved Files

Dispatch Actions Save Save and Exit Exit

Submit Estimate Assessment

Approve and Assign Area Admin

Approve and Assign Budget Review

Approve and Assign Auxiliary Service

Approve Project Estimate

Approve and Assign

Reopen Closed Work Order

Approve Work Order

Requires Coordinator Approval

Approve & Transfer Work Order

Cancel Work Order with Remarks

Change Work Order Status

Close with Remarks

Close with Time and Remarks

Post Time with Remarks

Lead Assignment

Coordinator Approval

Field Tech Report

Project Detail Invoice

Clone as Child with New Request

Print Playground Inspection

Transfer Work Order

Change Supervisor

Work Order Identifier: SP20_316545 Date Closed: []

Request: SPECIAL PROJECT Supervisor: LVISSER

Work Order Status: Awaiting Principal Approval Employee: TQUARNBERG

RequestedBy: TQUARNBERG Shop: []

Contact: Todd Quarnberg Location: JSD-SOUTH-707

Contact Email: [] LocationDescription: Herriman High

Contact Phone: 801-256-5300 Project Estimate: \$46,651.00

Date Opened: 8/31/2020 8:09 AM Funding Source: 9932

New Note

Note

User

In the main gym we have a football storage space on the Northeast side of the gym. We would like to convert this space into a usable coaches office with the locker room adjacent just south on the other side of the wall.

- We need all of the cabinets taken out and relocated to a destination that has yet to be determined.

- A Door needs to be cut in from the storage room to the referee locker room, so coaches can have access to the bathroom, lockers and showers.

- Tile put on the cement, with a TV mounted to the wall.

- Phone jack and internet connection established.

- New LED lights put up, along with an air vent for AC and heat created.

- No need to do anything to the ceiling, leave it open.

- Walls will need to be painted.

Please see Andrew Blanchard for details on this project.

New Internal Note

Note

User

Estimate for coaches office remodel \$ \$46,651.00

Base bid \$28,945.00

Alternate #1 for HVAC \$9,933.00

Alternate #2 cut in door \$4,901.00

Alternate #3 relocate and install millwork \$1,872.00

NOTE: all work was bid as per walk thru and all work will be done by contractors

Todd Quarnberg

Lynn Vasser

Fill in your Area Administrator, by typing in the first initial of the first name and the whole last name, no spaces.

Click Submit

This will send it to your Area Administrator to approve

Dispatch Action Results

Approve and Assign Area Admin

APPROVE AND ASSIGN AREA ADMIN

APPROVE AND ASSIGN AREA ADMIN

2.) Area Admin: * [DSTRAUSS] Q

Submit Cancel

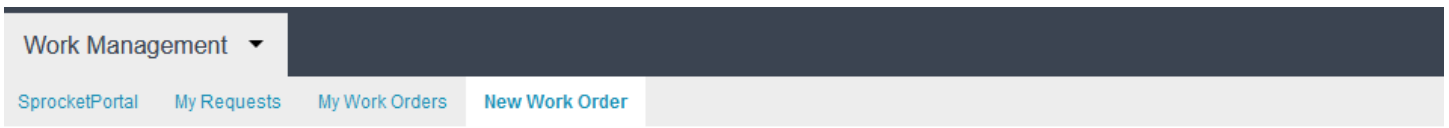
After the Area Administrator Approval, the work order is forwarded to the Special Project Coordinator to complete the work. The school will receive a journal entry from the Special Project Secretary for payment of the project. The Principal will sign the journal entry and return it to the Special Project Secretary.

Creating Work Order

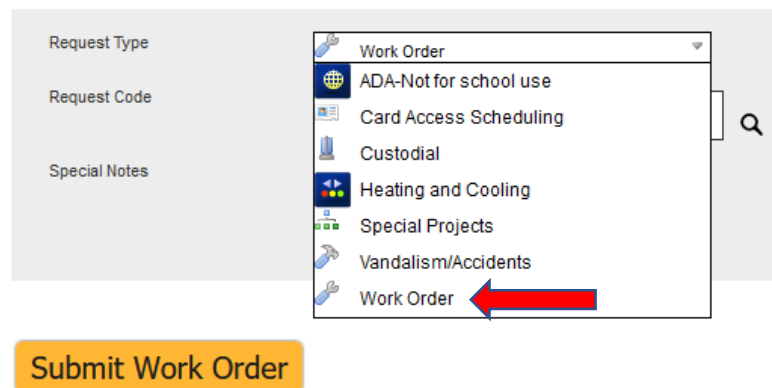
Start by clicking on New Work Order



Click Request Type. You will select Work Order



New Work Order



Click on Request Code.

This will bring up a list of maintenance departments to repair items at your school.

Work Management ▾

SprocketPortal My Requests My Work Orders **New Work Order**

New Work Order

Request Type	<input type="text" value="Work Order"/>
Request Code	<input type="text"/> 🔍
Special Notes	Copier/Fax Repair now asks for Equipment - this is the Asset Number. Please call Maintenance at 801-567-8862 with questions.

Submit Work Order

RequestedBy will automatically be filled in with your info.

Click on Contact and, enter your school name

All * need to be filled (location will be your school)

The description box at the bottom of the page will be where you are entering the work you want done.

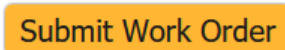
Click Submit Work Order

New Work Order

Request Type	<input type="text" value="Work Order"/>
Request Code	<input type="text" value="SNOW REMOVAL"/>
Special Notes	Copier/Fax Repair now asks for Equipment - this is the Asset Number. Please call Maintenance at 801-567-8862 with questions.

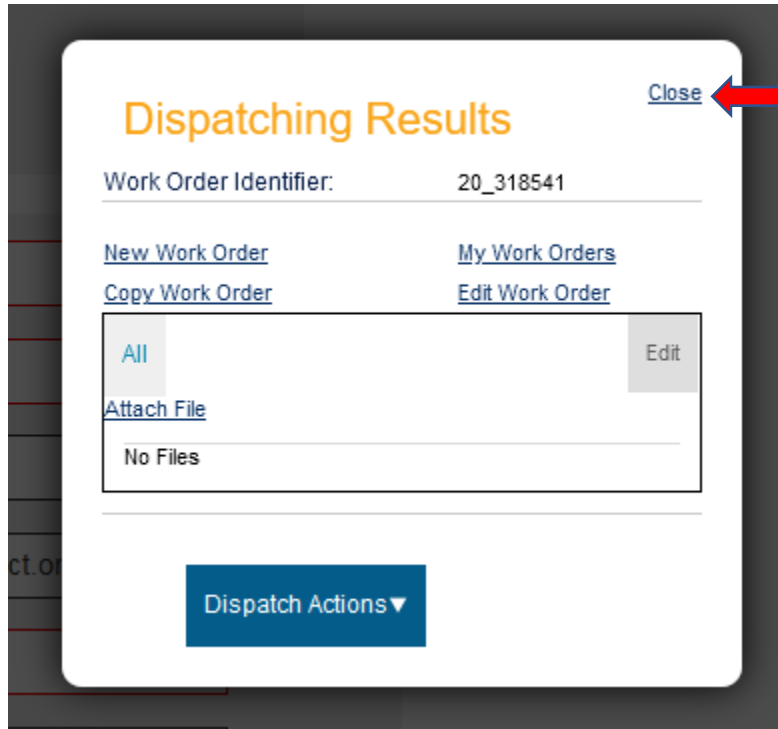
RequestedBy *	<input type="text" value="TLYON"/>
Contact *	<input type="text" value="Sunset Ridge"/>
Contact Phone	<input type="text"/>
Contact Email	<input type="text" value="teresa.lyon@jordandistrict.org"/>
Location *	<input type="text" value="JSD-NORTH-416"/>
Account Code	<input type="text"/>
Description	<input type="text" value="PLOWING, SALTING"/>

This will be a description of the Work Order that you are requesting for your school.



After you have submitted, this box will appear with your work order number. Keep that number for your reference.

Click close!



Once this Work Order has been submitted, it will go to maintenance for approval and will then be distributed to the appropriate trade. Then an employee will be assigned to complete the Work Order.