

The benefits of submitting a work order:

1. Students can receive updates about the status of the maintenance requests they submit automatically. As the custodial and maintenance staff address the issues students report, you can view updates online, keeping you more informed about what is happening in your suite or apartment.

2. Students can see all of the maintenance requests they have submitted. This will prevent submitting multiple requests for the same issue or failing to report issues because you thought you already did.

3. Maintenance and administrative staff have efficient tools to improve the ability to track requests submitted and assign work, follow-up with students about issues in their suite or apartment, and see trends happening in buildings, floors or other areas to help diagnose larger problems. SchoolDude also comes with a full preventative maintenance schedule allowing routine work to be done to the buildings efficiently, which helps to prevent service disruptions for students living on-campus.

Also as a reminder please remember to recycle

SINGLE STREAM RECYCLING <http://housing.camden.rutgers.edu/green>

ACCEPTABLE RECYCLABLES

Also Accepted: Pizza Boxes, Candy, and Nutritional Bar Wrappers

PAPER	CARDBOARD	GLASS	PLASTIC	METAL
 Junk Mail Telephone Books Catalogs Computer Paper Envelopes Wrapping Paper Brochures Crayon Drawings Office Paper Copy Paper	 Cereal Boxes Tissue Boxes Food Boxes Milk Cartons Juice Boxes Soda/Beer Cartons Egg Cartons (paper fiber) Paper Bags Cardboard Boxes Gift Boxes	 Juice Bottles Beer Bottles Wine Bottles Liquor Bottles Baby Food Jars Condiment Jars Jam Jars Jelly Jars Assorted Food Jars Salad Dressing Bottles	 Plastic Water Bottles Plastic Soda Bottles Plastic Milk Jugs Plastic Laundry Jugs Shampoo Bottles Lotion Bottles Food Bottles Condiment Bottles Vegetable Oil Bottles Plastic Utensils	 Aluminum Soda Cans Aluminum Beer Cans Fruit Cans Vegetable Cans Juice Cans Soup Cans Sauce Cans Assorted Food Cans Metal Hangers

No Styrofoam, Wood, Green Waste, or Food Waste
Please breakdown all boxes.

OHRL GOES GREEN

Go GREEN with us!

- get a new "green bag" after your recycling bin is emptied from the OHRL offices
- shop for your room at a thrift shop- the Saturday Shopping Shuttle goes to Goodwill
- turn off lights, electronics, air conditioning, and heat when you aren't home
- purchase a reusable water bottle and/or challenge yourself to shower in under 10 min
- donate clothes, electronics, furniture, and food that you aren't using

OHRL Requests for Maintenance

The how to guide for filing maintenance requests



Website: Housing.Camden.Rutgers.edu

Phone: 856-225-6471

Email: Housing@Camden.Rutgers.edu

Step One:

Go to Housing.Camden.Rutgers.edu



Click the maintenance request link pictured above

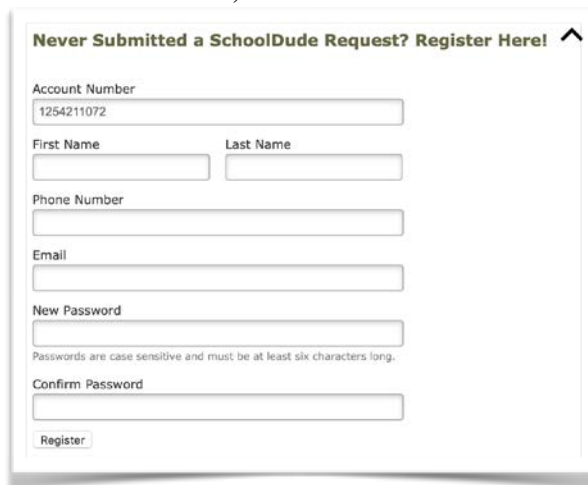
Step Two (Returning User):

Sign in using your email address and the password you created



Step Two (New User):

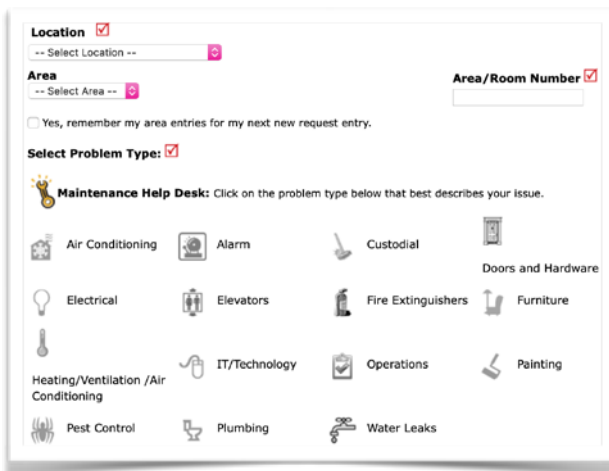
Register for a SchoolDude account. Fill out form below with your: First and Last Name, Cell Phone Number, and Email Address.




Your registration will be complete after you submit your first work order.

Step Three:

Fill out sections below. Including your location, area, and room number. Then selecting problem type



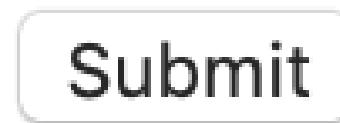
Next, describe your issue in the box pictured below, a clear description helps us better assess your request



You will then want to put the submittal password in the section pictured below. The submittal password is "password"



Finally press submit.



Congratulations, you just submitted a work order and we can begin processing your request