



Operations Manual

Governed By: Facilities	Effective Date: January 2010
Procedure: Work Order # 6	Updated Last: December 2014
Purpose: To ensure that communication and consistency is properly being addressed with any and all building/facilities issues,	
Refer to Policy #:	

Summary:

The workorder template is located on the CEO intranet; it is located under the Resources/Facilities/Workorder. It is to be used when there is a Facilities issue with your building (or office) which is beyond the job duties of the custodian. It should also be used to request delivery of tables and chairs for center events with timely notice.

- All workorders should come from **Center/ Department Managers only**, all employees should report any issues to their Manager, the Manager should complete the top half of the form.
- It should then be e-mailed to “Workorder” and cc’d to the Facilities Manager. A workorder must be filled out for work to be completed. Once the workorder has been received by the Facilities Manager, it will be moved to the G:drive/Workorders.
- Department Managers can access the status of each workorder related to their building or office through the G-drive. The workorder folder has been separated by building. This will allow managers to check on the progress of work requested and the projected date of completion. Please allow 1 to 2 weeks for completion. The workorder will then be marked “Complete”.
- All work orders will be assigned to facility staff for completion on a priority basis.

Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
Procedure: (procedure name)	Updated Last: (mm/dd/yyyy)
Purpose: (what is the purpose of this procedure?)	

Summary: