



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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PAGE
G2-130.4

SUBJECT
WORK ORDER SYSTEM

SUB-TOPIC

OPERATION OF THE WORK ORDER SYSTEM, Continued

WORK ORDER PROCEDURE

The Work Order form (see Exhibit G4) is generated when a Work Request form (see Exhibit G2) is entered in the Physical Plant Facility Management system. When a work request is entered onto the system, it is assigned the appropriate priority and forwarded to the foreman responsible for that location. The foreman will estimate the labor and material costs if the department has requested an estimate before the work begins.

The labor charges are entered into the system on a daily basis by the work control clerk. The material charges are added electronically to the work request as the materials are ordered. The requests are closed by the foreman after each job is completed.

If the request cannot be completed or performed by the Physical Plant maintenance personnel, the job will be contracted to an outside vendor through the Physical Plant with the requestor's approval.

Charges for all labor will be charged to the appropriate departmental accounts according to the type of service performed. The billing will be sent electronically to the Procurement Management Office for processing.