



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
9/29/97**

**REVISION
1**

**PAGE
G2-120.0**

**SUBJECT
WORK ORDER SYSTEM**

SUB-TOPIC

WORK CONTROL CENTER

The purpose of the Work Control Center is to effectively coordinate the Work Order System. This Center is located in the Physical Plant building and is manned by the Work Control Supervisor, who is responsible for scheduling the daily operations of the Physical Plant.

All work requests should be directed to the Work Control Supervisor via the Work Request form (see Exhibit G2) or by phone (Ext. 2177) if the request is urgent or an emergency (see "Work Priorities," this section). All trouble calls and complaints should be reported to the Work Control Supervisor, who has instant communication with maintenance personnel.