EXHIBIT G3

UT-D PHYSICAL PLANT
WORK REQUEST/WORK ORDER PROCEDURE

REQUESTOR	MAINTENANCE PLANNER/SCHEDULER	MAINTENANCE FOREMAN
1. Prepares Work Request.	4. Physical Plant stamps receipt of Work Request.	
2. Files yellow copy in suspense file.	5. Work Request is entered into Facility Management system, is prioritized, assigned a work request and assigned to appropriate Foreman.	
3. Forwards white copy to Physical Plant.		
		6. Performs work.
	7. Enters feedback data and labor.	
	8. Work Request is billed to department electronically and mailed an invoice.	
9. Matches with yellow copy from suspense file and files in Work Complete File.		