

SHOP REQUEST WORK ORDER

Purpose: this form is **required** from all students seeking support from the Mechanical Shop Technician. It is to be completed by students **as soon as a need has been identified**. In order to complete this form, students must meet with the shop technician to discuss their needs. **Planning ahead is mandatory!** To make a meeting with the shop technician use the following: <http://hansena.youcanbook.me/> Complete the following (a-d) prior to meeting:

- a) Course support is required for: _____
- b) Does the team plan to use the shop themselves? If so, “shop access training” is required and must be scheduled. What is the team’s need date to begin working in the shop: _____
- c) If the team needs shop support other than training, the team expects to have sufficient details to begin the work no later than: _____
- d) The team needs work to be completed by: _____

Shop Technician Comments:

- a) Are enough details provided, such as sketches, for this request (attach sketches, notes, etc. to this document)?
- b) If enough details were not provided, what other details or information is required and by when?
- c) Are materials or supplies required and if so, what are they and who will be responsible for their acquisition?
- d) What is the “next step” for the students and when is that required?

It is understood by the students that this is *preliminary planning* and *further timely communication may be required* before successful completion of shop support. **It is the student’s responsibility to make sure communication is occurring.** Signatures and dates:

Shop Technician, date.

Students, date

Work Order Number (year-month-date-requester’s name): _____
Year-month-date-name

Based on this information, the Shop Technician estimates he will need to start working on this no later than: _____. This will require approximately _____ shop hours of work. **Students, please make copies, give one to:** Shop Technician, Course Instructor, ME Dept Chair, yourself.