

Instructions: 1) Please write legibly. Enter all information clearly and completely. Work Orders submitted with vague or incomplete information will be returned without processing. If the estimated cost of the work exceeds our expenditure guidelines, the Work Order will be automatically cancelled and the work may be submitted for future consideration as a capital project. 2) All Work Orders must be reviewed and signed by the Principal and Head Custodian. 3) Except for Emergency Work Orders, all Work Orders are processed in the order they are received. Facility Services will prioritize Work Orders based on available resources and the current backlog of Work Orders within each resource trade. 4) Do not use the Emergency or Immediate categories to expedite a normal Work Order. 5) Limit each Work Order to similar work by one trade only. 6) All Work Order numbers will be assigned by Facility Services. 7) Work Orders can be mailed or faxed to Facility Services at 886-8938. Emergency Work Orders can be sent by fax (886-8938) or called in to the Facility Services office at 886-8929 ext 154 from 7 am until 4 pm. 8) Do not call in Work Orders to Shop foremen or supervisors. Shop personnel are not available after 4 pm. 9) Submit all requests for keys on a Key Request form.

Date	Time	School Name	Site ID Number	Work Order Number
Principal's signature		Head Custodian's signature		SLCPD Case Number *
Name of person to contact for WO information	Phone number	Day(s) and time(s) to get in touch with contact person		Room / office number

Account Number	Approved by	Not-to-exceed Work Order cost
		\$

☐ Emergency due to ☐ life/safety or immediate health hazard, ☐ potential damage to structure/grounds, or ☐ fire/security alarm problems.

☐ Immediate Attention required due to ☐ special circumstances as described in Section B below or ☐ graffiti and ☐ vandalism incidents.

\* Note: Schools are responsible for reporting loss and damage incidents to the SLC Police Dept., obtaining a Case Number, prosecuting offenders and obtaining restitution. In some cases, a Case Number will be available on the Security Team Call Response Report.

☐ Repair, replace or adjust existing component, equipment or system (Section A). *Examples: Repair leaking faucets or adjust sprinklers.*

☐ Install or ☐ fabricate new component, equipment or system (Section A). If clarification is needed, attach memo/sketch and check below.

☐ Problems or conditions as described in Section B below that require further investigation to determine a course of action.

☐ Perform ☐ scheduled or ☐ unscheduled preventative maintenance task(s) described below on existing component, equipment or system (Section B). *Examples: Perform annual boiler service (scheduled) or service air compressor (unscheduled).*

Complete description of the work to be performed	Quantity	Unit	Size or dimension	Location of work including room number

[illegible]

☐ Approved as submitted

☐ Track this WO for billing purposes

☐ Hold for Departmental account number

☐ Hold for review and/or additional approval

☐ Hold for asbestos review and/or planning

Released from asbestos review on \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Hold for capital planning – cancel WO

☐ Coordinate with capital project # \_\_\_\_\_

☐ Hold for Area Maintenance – cancel WO

- ☐ Call contact person for additional information
- ☐ Requires in-house planning to proceed
- ☐ Requires code review or inspection to proceed
- ☐ Requires outside design or consulting to proceed
- ☐ Contract or outsource to complete
- ☐ Obtain quotes or bids before proceeding
- ☐ Notified school of cancellation / delay on \_\_\_\_/\_\_\_\_
- ☐ Notify department - WO may exceed estimate
- ☐ Refer to Project Coordinator

15 Aug 06