Facilities Work Order Policy

POLICY: Facilities Work Order			
POLICY NUMBER:	420.07.01	**CUSTODIAN:**	Special Projects Director
APV'D DATE:	4/14/2020		
EFFECTIVE DATE:	4/14/2020	**REVIEW DATE:**	July 2021
REFERENCES:	Capital Improvement Policy		

Part 1. Policy Background and Purpose

In order to ensure work requests are prioritized according to resources available, White Earth Tribal and Community College (WETCC) has implemented a Facilities Work Order Policy.

Part 2. Definitions

Work Order is a form that communicates the need for maintenance, repair, installation assistance from the Facilities Department.

Part 3. Responsibility

The Facilities Manager has overall responsibility for the implementation of this policy and the accompanying procedures.

The Facilities Manager is responsible for delegating work schedules of staffing and prioritizing the open work orders.

It is the responsibility of any staff member who requests the assistance of the Facilities Department to make the request on the approved Work Order Request Form.

Part 4. Policy

Work orders are typically completed on a first in – first done basis, prioritized by the level of importance and available staffing.

Examples of requests requiring a work order include, but are not limited to:

- Repairs to buildings, including plumbing, electrical, architectural, painting, roofing, heating, and air conditioning
- Custodial services that are not scheduled regularly
- Facility improvements and modifications

The Facilities Manager will use discretion when determining the priority of work order requests. The Facilities Manager's decision is final.

WETCC Work Order Request Form

W.O #001

date of request:

CONTACT INFORMATION:

name:

department:

e-mail:

phone number:

SERVICE REQUIREMENT:

service type:

location:

description of problem:

urgency level:

AVAILABILITY:

preferred time for service:

- ⇨ between 7 AM and 9 AM
- ⇨ between 9 AM and 12 PM
- ⇨ between 12 PM and 5 PM
- ⇨ after 5 PM
- other _____

THANK YOU: Your request will be processed in the order it was received.

DATE WORK WAS COMPLETED: _____

TIME WORK WAS COMPLETED: _____

WORK COMPLETED BY: _____

Requestor signature:_____**Date:** _____

Maintenance signature: _____**Date:** _____