

FACILITIES DEPARTMENT

DEPARTMENTAL WORK ORDER

Requestor to complete boxes in yellow area only
 EMERGENCIES Call the operations center at 1250
 Corrective Work Request Complete the blank boxes in shaded portion of this form and send through courier to Facilities Department

Clear Screen <input type="checkbox"/>		Notes <input type="checkbox"/>
Requested by <input type="text"/>	Phone # <input type="text"/>	Date <input type="text"/> Time <input type="text"/>
Reported by <input type="text"/>	Location <input type="text"/>	
<small>(Below Use only Supply Services Fixed Asset Number)</small>		<small>(School Building Department)</small>
Equipment # <input type="text"/>	Service Status <input type="checkbox"/>	
<small>(Below Include exact location building hallway department floor room number)</small>		
Description <input type="text"/>		
<small>Note Some preparations used in general pest control are of a poisonous nature</small>		
G/L Acct # <input type="text"/>	Not to exceed \$ Amount <input type="text"/>	
Req Dept/Div # <input type="text"/>	Date Needed <input type="text"/>	
For Dept/Div# <input type="text"/>	Priority <input type="text"/>	
Approved By <input type="text"/>	Date Approved <input type="text"/>	

Facilities Department Use Only

WO# <input type="text"/>	Prop ID <input type="text"/>	Class <input type="text"/>
Task <input type="text"/>	Project <input type="text"/>	Status <input type="text"/>
Skill/Lvl <input type="text"/>	Emp <input type="text"/>	Source <input type="text"/>
	Crew <input type="text"/>	Priority <input type="text"/>
	Work Code <input type="text"/>	Cause <input type="text"/>
Work Desc <input type="text"/>	Facility Type <input type="text"/>	
Remarks/Instruction <input type="text"/>		
Entered by <input type="text"/>		
	<small>(Data entry information)</small>	

WORKERS REPORT

List parts, material and cost on back of first copy.

Description of Work Performed:

Date	Status	Employee #	Name	Act. Cost	Act. Hour	Site Review

LEGEND			Work Codes					Priority Codes	
Status Codes			Asbest	Doors	FrAlm	Mason	Plumb		
C Completed	I Inspected	S Scheduled	AulVis	Elect	GasLn	Odor	Refrig	1 Emergency	
D Delivery	PO Parts Ordered	T Travel	Bells	Equip	Glazin	Paint	Roof	2 High	
INC Incomplete	PU Pickup		BusMa	Fence	Ground	* Pest	SecAlm	3 Medium	
IP In Progress	P Planned		Carpen	Field	HVAC	Phone	Stock	6 Warranty	
Cause			Ceil	FiTilTY	Inter	PickUP	TV	8 Seasonal	
AC Accident	NI New Install	VD Vandalism	Comp	Floor	Keys	PkgLt	LIST	75 Preventive	
GR Graffiti	NW Normal Wear	WR Weather	Debris	Fr Ext	Kitch	PI Grd	Water	99 Low	
MD Misused	PU Pupil	Related	<small>* Some preparations used in general pest control are of a poisonous nature.</small>						