

## Work Order Instruction

The purpose of a work order is to inform both administration and maintenance of the need for repair in a particular location of the complex. This may be within your particular building and/or somewhere else in the complex. Once the work order is filled out, the staff member will turn it into the office and they will give it to the maintenance worker. It is the responsibility of the maintenance worker to order the jobs to be done based upon certain criteria, health and safety being foremost. Immediate needs such as overflowing toilets or serious risk factors should be called directly into the office and/or communicated via walkie talkies.

Employee submitting request: Debbie Jackson

Date: 8/21/14

Location of needed repair: my classroom, specifically behind my desk on carpet

Description of concern: ant infestation on carpet

Priority: x                      Immediate      ASAP

Explanation of priority: I have 2 plants in my classroom that I've had in there since almost the beginning of the year last year. I don't think that there is any food open anywhere that could be drawing the ants. I haven't noticed the ants but the past several months. I guess they could be drawn to the carpet if there are crumbs on the floor, but I would have thought they were taken care of when the carpet was carpet cleaned over the break. So I can take the 2 plants out of the room, if necessary, but would want to put them back in there by open house.

Once the work order is turned in:

- 1) The office will create a master list of work orders including time that it is received.
- 2) The maintenance personnel will create a work list indicating priority rank of jobs.
- 3) Maintenance personnel will determine if job is within the scope of their skills as well as assess cost. If it is fixable at a cost of under \$50.00 and within skill level, the maintenance personnel will complete the repair. (Keep in mind health and safety are first priority.) If it is over \$50.00, maintenance personnel will consult with Vice principal prior to repair. If there is any question regarding priority, Vice Principal is the final authority.
- 4) Once job is completed, the maintenance personnel with sign off and give the work order back to the staff member who made request.

## Work Order

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**Location of needed repair:**

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**Description of concern:**

I have 2 plants in my classroom that I've had in there since almost the beginning of the year last year. I don't think that there is any food open anywhere that could be drawing the ants. I haven't noticed the ants but the past several months. I guess they could be drawn to the carpet if there are crumbs on the floor, but I would have thought they were taken care of when the carpet was carpet cleaned over the break. So I can take the 2 plants out of the room, if necessary, but would want to put them back in there by open house.

**Priority: X** Immediate (health and safety issue) (if students could be bitten/stung & allergic)  
Non emergency (will be done as time allows)

**Explanation of priority: (please explain why it importance and or how it is affecting your ability to function)**

\_\_\_\_\_only a health and safety issue for a student if they are bitten/stung and have an allergic reaction

**Maintenance sign off of completion ( When completed maintenance to return to staff member submitting work order)**

Name: \_\_\_\_\_ Date \_\_\_\_\_