Facilities
Completing and Submitting Work Orders

Task	Person Responsible	Date to be Completed
1.Go to web site	Staff reporting problem	When problem is noted
2.Click on Work Order form	Staff reporting problem	When problem is noted
3. Fill out Work Order by completing the date, location and a description of work or repair needed, and assigning a priority to the request.	Staff Reporting Problem	When problem is noted
4. Save Work Order to your computer by clicking on **FILE** in the top right corner of the screen. Click on **SAVE AS** and save to your work order folder.	Staff completing work order	When work order is complete
5. Send an e-mail to the Facilities manager and attach the work order to the e-mail.	Staff completing work order	When work order is complete
6. Acknowledge receipt of work order to reorting staff member	Facilities Manager	Upon receipt of work order
7. Review work order and assign a priority.	Facilities Manager	Upon receipt of work order
8. Log work order in work order log	Facilities Manager	Upon receipt of work order
9. Assign work to be completed	Facilities Manager	Dependent upon priority.
10. Inspect completed work as necessary	Facilities Manager	After work is complete
11. Complete work order by listing the date completed and number of days job took.	Facilities Manager	After work is completed
12. Log work order as completed in work order log	Facilities Manager	Upon completion of work
13. Send e-mail to reporting staff member that work order has been completed	Facilities Manager	Upon comletion of work
14. Monitor Work Order log	Facilities Manager	End of month