

College Operating Procedures (COP)



Procedure Title: Processing of Work Orders
Procedure Number: 07-0712
Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02
Florida Statute 1001.65
Florida Administrative Code

Procedure Actions: Adopted: 06/09/09; 07/01/09

Purpose Statement: Facilities, Planning and Management will perform campus wide maintenance and repair to facilities and grounds as requested by Departments – with appropriate administrative approval.

Guidelines:

Facilities, Planning and Management will perform campus wide maintenance and repair to facilities and grounds as requested by Departments – with appropriate administrative approval.

Procedures:

- I. Work order is received by Manager of Plant Operations, Coordinator of Plant Operations, and Facilities & Planning Staff Assistant. Date work order is considered received is date of email request.
- II. Manager of Plant Operations reviews and approves work order. If disapproved work order will be returned to requestor with an explanation.
- III. Work order is assigned a job number, recorded in maintenance log and pending copy filed. Original is distributed to assigned maintenance personnel for completion.
- IV. If required, materials are ordered by RFP to complete job. Copy of work order is attached to RFP.
- V. After completion, job is signed off by requestor and documented as completed by maintenance personnel and returned to Supervisor. After approval of Manager, the Staff Assistant logs-in work order as completed, and replaces pending copy with completed, documented form.

If work order refers to a Public Safety issue (health, fire, security) duplicate copy to be filed in appropriate Public Safety log book