

Area: Fiscal Systems

Subject: FS11 - Maintenance Work Order

Reference:

Policy: Non-emergency maintenance/repair is identified by Center or Central staff. Individual Center staff members inform Center Supervisor.

Procedure:

1. Center Supervisor or Central staff member completes the following sections of a work copy of the Maintenance Work Order.
 - Section A (Originator of Request, Date and Priority Code)
 - Section B (Project Description). Please be clear and concise as to: what the situation is; where the situation occurs; and what needs to be done to correct the problem.
2. Work copy of the Maintenance Work Order is forwarded to the Administrative Assistant II.
3. Administrative Assistant II forwards the work copy to the Senior Data Technician to complete Section A as follows:
 - a. Department
 - b. Program
 - c. Account Number
4. Senior Data Technician returns copy to Administrative Assistant II who gives it to the Receptionist for typing.
5. After typing, the Receptionist returns the Maintenance Work Order to originator for signature.
6. Originator signs and returns to Administrative Assistant II who checks for signatures and completion of all sections.
7. Administrative Assistant II forwards to Program Support Secretary for processing. Goldenrod copy is filed in waiting section of the Maintenance Work Order binder.
 - Original is sent to the Facilities Supervisor
8. When work is completed, move Goldenrod copy of form into "completed" section.

Supervised by: Director II, Director I, Child Development Supervisor II

Performed by: Child Development Supervisor II, Center Supervisor

Forms needed: Maintenance Work-order

Frequency: Ongoing