WORK ORDER PROCESS

The Physical Plant has established a work order system that will support the College’s maintenance and transportation requirements. By utilizing the “Plant Operations Work Order”, a systematic process will be available to request support services from the Physical Plant staff, enhance preventive maintenance activities, and improve the efficiency of the physical plant staff.

# EMERGENCY SERVICES

*Emergency—Situations where corrective action is immediately required to:*

1. *insure personnel safety and prevent injury*
2. *prevent (additional) damage to mechanical systems or facilities*
3. *remedy HVAC problems causing extreme discomfort for personnel*

When a College employee observes or is made aware of a situation where corrective action is immediately needed, the employee should telephone the physical plant office (797-8427) and describe the corrective action that is required. In the event the physical plant office personnel are not available, the employee can contact the office of the Vice President for Financial & Administrative Services (797-8409) and describe the situation. Requests for emergency services can also be submitted using the [maintenancerequests@dcc.vccs.edu](mailto:maintenancerequests@dcc.vccs.edu) email account.

# ROUTINE, PROJECT, DATED SERVICES

*Routine—Activities performed on a scheduled basis.*

*Project—Request for:*

1. *structural modifications*
2. *construction of fixture(s) or furniture*
3. *modification of electrical or mechanical systems*
4. *landscaping activities not regularly performed by building and grounds staff*

*Dated—Activities that require special services, such as furniture setup or arrangement.*

The Plant Operations Work Order must be used to request physical plant support services defined as Routine, Project, or Dated. The work order should be completed by a College administrator and forwarded to either the Vice President of Academic and Student Services or the Vice President of Financial & Administrative Services for approval. The VP’s office will forward the completed work order to the Buildings and Grounds Supervisor.

Complete the Work Order Form Below

**PLANT OPERATIONS WORK ORDER**

To complete the work order below press the tab key to move from field to field. 1) **Enter information** 2) **Print** the form, 3) **obtain appropriate signature** for approval, and 4) **submit** to the Maintenance Department

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | |  | | | | | |
| **Requested by:** | |  | | | | | |
| **Approved by:** | | | VP of Academics | | VP of Fin. & Admin. | | President |
| Signature for Approval | | |  | |  | |  |
| **Priority:** | Emergency | | Routine | | Project | Dated | Preventative |
| **Complete description of work to be done: (Include location, dates, and time frames, if needed)** | | | | | | | |
|  | | | | | | | |
| **\*Attach drawing if special setup is required.** | | | | | | | |
| **Drawing Attached:** **Yes**  **No** | | | | | | | |
|  | | | | | | | |
| **For Plant Operations Use**: | | | | | | | |
| Date Assigned: | | | | **Date Completed:** | | | |
| **Person Assigned:** | | | | | | | |