
Routine and Emergency Work Orders, Facilities/Maintenance
MOP-P013
Sacramento City Unified School District

District:

2.0 RESPONSIBILITY:

2.1 Office:

3.0 APPROVAL AUTHORITY:

3.1 Director:

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

4.0 DEFINITIONS:

- 4.1 **Category I Work Orders:** Work Orders generated for all repairs that pose health, safety and security hazards. Vandalism is a Category I Work Order.
- 4.2 **Category II Work Orders:** Work Orders generated for all repairs that become critical if not repaired within the time limits set. Items that are not critical are Category II Work Orders.

Signature

Date

Signature on file

to perform repairs that pose health, safety or security hazards. Category III work orders include, but are not limited to: Routine Maintenance, Capital Improvements, Parent Participation Program, Routine Maintenance, a site walk through and assistance to: Architects, Engineers, and Project Managers.

- 4.4 **Routine Maintenance:** Miscellaneous required maintenance that does not require teaching and require support from other crafts.
- 4.5 **Emergency Routine Maintenance:** Broken windows, unsecured doors, and other security and/or safety concerns. Category I maintenance.

5.0 PROCEDURE:

5.1 Routine and Emergency Maintenance:

- 5.1.1 Receive and record requests for maintenance that come from a telephone, email, fax, interoffice mail or the Act 1000 system. Review and print work order forms for work orders that are recorded.
- 5.1.2 If request is determined it is a Capital Improvement or a Category I work order is rejected, work order is attached to the Requested Slip, and forward to school site for option.

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- 5.1.3 Enter page-out emergency repairs to appropriate Supervisor's or assigned trade technician as appropriate. Put in appropriate trade box for recording.
- 5.1.4 Update "Action Box" in ACT 1000 Work Order Maintenance showing status, which includes dates. Close out completed work order with time, labor and materials.
- 5.1.5 Return all closed out work orders forms to the Trade Supervisor.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Work Order/Estimate Request Form #MOP-F010
- 6.2 Detailed Work Order Request form from Act 1000 Work Order Maintenance System
- 6.3 Work Order Job Estimate form #MOP-F005

6.3 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Work Orders	Act 1000	1999 to present	Discard as desired	Public Document

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/02/08	A	Initial release