

- 1.1 This procedure applies to the Facilities Maintenance Department when a work order is submitted for any building that requires maintenance or repair and describes how each trade shop will respond to that request.

**2.0 RESPONSIBILITY:**

- 2.1 Trade Supervisor

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director, Facilities and Maintenance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature on file

**4.0 DEFINITIONS:**

- 4.1 **Goal of all Trade Shops:** The health, safety and security of the students and staff of Sacramento City Unified School

---

Trade Supervisor Work Order Procedure (MOP-P002)  
Sacramento City Unified School District

---