

Prioritization of Work Orders



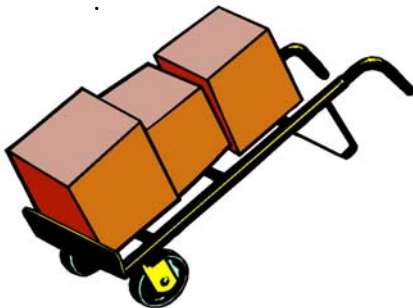
Emergency:

Broken glass (door/window), gas leaks, water leaks, building/floor, Power failure/outage, steam/condensate leak (inside building); lost of building heat, lost of building air conditioning, elevator malfunction/failure, life safety systems malfunction/failure and broken door locks.

Emergencies must be called in to the help desk @6-4909 or 6-7017 and then create your work order.

Routine:

General Maintenance; Electrical problems/lighting, door/windows Repair, ceiling tiles (saturated or stained); Building structural repairs; Heat/AC problems (individual room); extra trash pickup; tripping hazards; steam or condensate leaks, dripping faucets, sinks, toilet and shower.



Projects:

Large relocations or moves; replace door/windows, renovations/remodeling projects/including carpet installations, parking lot repairs; sign repair, new signs painting projects.

Special:

Moving/hauling request (complete Property and Inventory form first), Housekeeping special request, events setup (complete facility usage form)

Priority by Building Group

- Residence Halls
- Dining Halls
- Academic Buildings
- Administration Building
- Athletics