Chapter 6 - Business and Fiscal Affairs

AP 6955   Work Orders

Work orders are used to request service from the Facilities, Warehouse, and IET Departments.

A. <u>Emergency Services Requests</u> are those items which must be immediately addressed to avoid adverse effect on health and safety to the College population; imminent damage to college buildings, grounds, or equipment; interruption of basic College services; and <u>serious</u> heating or air conditioning problems.

   <u>Steps to Take in Case of Emergency</u> - Phone appropriate service department and provide the description and location of the emergency. Identify the division office or department manager responsible for the affected location. Notify the division office or department manager of emergency condition and the time request for service was made.

B. <u>Routine Work Order Requests</u> are defined as requests for <u>repair and maintenance</u> of existing landscape, buildings, equipment, and furnishings.

   1. To request service from Maintenance, Grounds, Custodial, Transportation, or the Warehouse work orders may be entered online at http://eiwos.mtsac.edu/

   2. For Technology and Telecommunications work orders, contact the IET Help Desk.

C. <u>Capital Improvement Requests</u> are defined as <u>improvement or additions</u> to facilities, grounds, and equipment. To initiate a Capital Outlay Improvement Request:

   • complete information section of Capital Improvement Request Form;
   • submit to manager for approval and routing;
   • manager forwards request to appropriate service department for cost estimate;
   • upon receipt of cost estimate manager determines feasibility for funding;
   • manager seeks approval of the appropriate Vice President with a request for an appropriation transfer; and
   • manager submits approved Capital Improvement Request form to service area manager for implementation.

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