

Plant Maintenance Work Order Guidelines

The College-wide Plant Maintenance Work Request form is used for the following issues and should be signed by the department head before forwarding the Campus Support Services. Work orders should be detailed, including dates, starting and ending times, room numbers, identification of event being supported and the individual in charge. Campus Services must receive work orders at least two days prior to the need for the service.

Custodial/Moving & Set-Up Requests

- o Special event set ups
- o Tables and Chairs
- o Boxes to/from mailroom, quick copy or storage room
- o Office moves, other than Steel-case furniture

Public Safety

- o Requests to open/close rooms
- o Vehicle reservations
- o Additional Public Safety support for events

Maintenance

- o Air conditioning
- o Lights/light fixtures
- o Keys
- o Painting
- o Hanging pictures
- o Doors/locks
- o Ceiling tiles
- o Signage