3-06/120.00 - Internal Services Department Work Order Requests

Work orders shall be prepared for all work requested of the ISD which is not emergency maintenance.

The work order requests shall be prepared on a Service Request, form #761838. All work order requests shall be submitted to the designated project director on file in Fiscal Administration, via the respective division budget representative.

When the work to be performed is of a complex nature, an original and three copies of a sketch of the desired work shall also be prepared. Distribution shall be made as follows:

- Original sketch and two copies to the division budget representative; and
- One copy to unit file.

The division budget representative shall acknowledge receipt of the request by forwarding to the requesting unit a copy of the Completion Report of Mechanical Work Orders (SH-AD-233). This form shall be held by the requesting unit until the ISD has completed the requested work. When the work is finished, the completion date shall be entered on the form, and the form signed and returned to the concerned project director on file in Fiscal Administration.