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

1.0 SCOPE:

- 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.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Trade Supervisor

3.0 APPROVAL AUTHORITY:

- | | | |
|--|--------------------|---------------|
| | _____
Signature | _____
Date |
| 3.1 Director, Facilities and Maintenance | 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 District are a top priority for this process.
- 4.2 **Category I Work Orders:** Work Orders generated for repairs that immediately pose health, safety and security hazards.
- 4.3 **Category II Work Orders:** Work Orders generated for repairs that might become critical if not repaired within the time limits set. Items that directly affect teaching and require support from other crafts.
- 4.4 **Category III Work Orders:** Work Orders generated to perform routine maintenance and vandalism orders that do not pose any immediate or imminent health, safety or security problems to site. These items include, but are not limited to: Preventive Maintenance, Capital improvements, Charge Costs, Parent Participation Projects, Deferred Maintenance, site walk-throughs and contractor assistance. Anyone in the District can initiate a work order including parents involved in Parent Participation/Volunteer Projects.

5.0 PROCEDURE:

- 5.1 Work Orders are printed out by the Facilities/Maintenance office and distributed to the appropriate shop. Emergency and priority Work Orders are generally telephoned into the office and are verbally given to the Trade Supervisor.
- 5.2 Emergency and priority Work Orders verbally given to the Trade Supervisor are then dispatched to a craftsman.
- 5.3 The Trade Supervisor and Assistant Supervisor process the routine Work Orders. The Work Orders are prioritized and the appropriate craftsman is dispatched to the site to perform the work requested on the Work Order.
- 5.4 The craftsman performs the repair or maintenance per the Work Order.
- 5.5 The craftsman fills out the Work Order to record the labor and material used on the job. The craftsman signs the Work Order. The completed Work Order is turned in to the Trade Supervisor.

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5.6 The Trade Supervisor or the Assistant Supervisor reviews and signs the completed Work Order. The Work Order is turned into the Facilities/Maintenance office for close out.

ASSOCIATED DOCUMENTS:

5.7 Act 1000 Work Order

6.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Act 1000 Work Order	Act 1000 Database	1999 - current	N/A	Access limited to Maintenance Personnel

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/06/04	A	Initial Release
04/04/08	B	Revised sections 5.1, 5.5, and 7.0. Deleted 5.6

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