

UT-D PHYSICAL PLANT
WORK REQUEST/WORK ORDER PROCEDURE

REQUESTOR	MAINTENANCE PLANNER/SCHEDULER	MAINTENANCE FOREMAN
<p>1. Prepares Work Request.</p> <p>2. Files yellow copy in suspense file.</p> <p>3. Forwards white copy to Physical Plant.</p> <p>9. Matches with yellow copy from suspense file and files in Work Complete File.</p>	<p>4. Physical Plant stamps receipt of Work Request.</p> <p>5. Work Request is entered into Facility Management system, is prioritized, assigned a work request and assigned to appropriate Foreman.</p> <p>7. Enters feedback data and labor.</p> <p>8. Work Request is billed to department electronically and mailed an invoice.</p>	<p>6. Performs work.</p>