

LIBRARY POLICY MANUAL

SECTION: Administration

Date Issued: 8/21/02

Revised:

SUBJECT: Work Orders, Internal

Attachment(s): 1

I. Purpose

The purpose of this policy is to provide both Administration and the Library's Maintenance Department with a process for prioritizing tasks and tracking completed work.

II. Policy

It is the policy of the Library to require that a "Work Order Request/Suggestion Form" (attached) be completed prior to work being performed by the maintenance worker on site in the Library. A file is maintained in the Administrative Office for 3 years for the purpose of tracking trends, assisting in the preparation of the annual budget and planning a preventative maintenance program.

The "Work Order Request/Suggestion Form" is prioritized into three categories: Emergency (immediate need), Urgent (needed that day) and Routine (work to be completed within a 48-hour period).

This policy and procedure does not supersede any other City policies concerning maintenance/repairs and does not pertain to work performed by the City Public Works Department.

III. Procedure

1. Fill out the work order with date, time, location and a specific description of the work/repair that is needed; **(Any staff member)**
2. Sign the "Work Order Request/Suggestion Form" and place in the maintenance message box in the Administrative Office; **(Any staff member)**
3. Prioritize the work requested on the back of the work order by checking either Emergency, Urgent or Routine; **(Maintenance Worker)**
4. Fill out the date completed and a description of the work performed on the back of the work order; **(Maintenance Worker)**

5. Return the completed work order to the Administrative Office; (**Maintenance Worker**)
6. Review the work to insure that the work was completed satisfactorily; (**Administrative Assistant**)
7. File the completed work order in the permanent work order file. (**Administrative Assistant**)

Library Maintenance Work Order Request/Suggestion

Date: _____ Time: _____

Location: _____

Description: (Please be specific and use other side, if necessary)

SIDE ONE

Person Filing Report: _____

FOR OFFICE USE ONLY:

_____ EMERGENCY _____ URGENT _____ ROUTINE

DATE COMPLETED _____

DESCRIPTION OF WORK:

SIDE TWO
