

Procedure 8.1002

Maintenance Work Orders Procedure

Authorized personnel may enter Maintenance Work Order Tickets by going to the [Asset Essentials](#) website and entering the appropriate information in the electronic form.

The work order request should be fully completed and provide details of the work as well as a timeline for when the work needs to be done. Provide attachments with photos, drawings, or other information as needed to assist the Maintenance Department in understanding and implementing the request.

Event setup requests should be submitted 10 business days prior to the date of the event.

In the event of an emergency, contact the Director of Operations and Maintenance or Assistant Director of Operations Maintenance. However, the contact must be followed by a work order ticket submittal.

References

Legal References: *Enter legal references here*

Cross References: [Institutional and Environmental Safety Policy](#)

History

Leadership Council Review/Approval Dates: 12/8/2017, 01/12/2018, 12/8/2023

Senior Staff Review/Approval Dates: 11/6/13, 11/21/17, 11/7/2023

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*