

Oswayo Valley School District

Maintenance Procedure Work Order Request (paper copy)

We will be using an electronic "Work Order Request" on everyone's computer. For the interim time before it is loaded on each user's computer or in the event that the computer is down, the following form should be used.

Date and Time: will automatically fill in when opened.

Equipment: Describe the equipment the best you can. This will be the items like the "univent heater" or "light in ceiling".

Priority: Typically is low unless it is a real emergency.

Request: Describe the problem the best you can. Also put in the building, ES, MS, HS or Grounds. Then room number or location if on the grounds.

Requested By: This is you!

Contact Info: Phone or email or both.

When done, click "submit". Once in the system, you can come back and check the status of the work order.

Work Order Request

1 Record Data Path: C:\AllMaxSoftware\Antero\worequest_~~~.xml

WO Request List **Wo Request Detail**

Wo Request

Date: _____ Time: _____

Equipment: _____ Priority: Low

Request: _____

Requested By: _____

Contact Info: _____

Disposition

Status: _____ By User: _____

Notes: _____

WO Number: _____