

# REGULATION

Rochester Community Schools  
Rochester, Michigan 48307

PROPERTY  
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## REQUEST FOR SERVICE

Any staff member may institute a work order. The principal or his/her designee must review, approve and sign before forwarding the request to the Maintenance and Operations Department.

1. All requests for service must be submitted on a four-part work order form. One item per work order form (no multi-requests). Three parts of the work order (white, yellow & pink) are to be sent to the Maintenance and Operations Department. The gold copy remains on file at the building.
2. Job assignments are made by the Supervisor of the Maintenance and Grounds Department. If the work is assigned to an outside contractor, the white copy will be returned to the building indicating the firm's name, date contacted and any special instructions. If the work is assigned to in-house staff, it is by job category (i.e., electrical, mechanical, glazing, etc.). The white and yellow copies are handed to the responsible tradesman assigned the work.
3. On completion by the outside contractor, the principal or his/her designee is to inspect and approve the work. If satisfied, they must sign the service report or invoice and return it to the Maintenance and Operations Department attached to the signed white copy of the work order. On completion by in-house staff, the work order is signed by the person completing the work, dated and action taken. The School Principal or his/her designee should also sign the work order confirming that work has been completed and retain the yellow copy for the building file.

Revised: May 31, 1988