

SECTION: Business Affairs/Physical Plant
SUBJECT: Work Order

ISSUED BY: Director of Physical Plant
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE:

Procedures

To generate a Work Order send the request via e-mail, shirley.teater @asbury.edu, or by telephone to the Physical Plant, extension 2271. E-mail requests are preferable. To insure proper servicing, include the following in your request:

- Your name and telephone extension.
- Building name and room number needing work.
- Indicate if you have a deadline by which the request should be completed.
- Indicate if the same request has been sent in previously.
- Account number for charging work (if request is for other than routine building maintenance.)

At least 2 working days advance notice is requested for setups.