

## Procedure 8.1002

### Maintenance Work Orders Procedure

The Vice President of each department has authorized certain individuals to enter maintenance work requests with the understanding that these individuals must get approval from the Vice President before the work order is submitted. Authorized personnel may enter Maintenance Work Order Tickets by going to the [SchoolDude 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 time line 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.

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

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *CS - 3.11.3 Enter SACSCOC references here*

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

### History

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

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

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

**Implementation Dates:** *Enter date(s) here*