

**PINELLAS COUNTY SCHOOLS
MAINTENANCE DEPARTMENT – WORK ORDER SERVICE TICKET**

Facility:	Trade:	Foreman:			
Job Description	Day:		Date:		
	Employee Name	Badge #	Time in	Out	Total
Is the W/O completed? YES NO Delay Code:					
Description of today's activities:					
Deficiency W/O Requested? <input type="checkbox"/>					
W.O.#			Task #		
ADM. – HPO: Signature:		Print Name		Date:	

SERVICE RECORD - DIRECTIONS

The trade person is to contact the School Administrator (ADM) or Head Plant Operator (HPO) by reporting to front office. Discuss what the needs of the facility are and how the work is to proceed in a safe and effective manner.

Prior to leaving the facility have the (ADM) or (HPO) sign this form and discuss the status of your work.

If an "Assist" or a "Deficiency" work order is required, be sure to complete a Customer Service Request Form and turn in to your foreman.

Use Delay Codes if Work Order is over 15 Days Old - Communications is Hardest Part of the Job!

1 = Parts Material	5 = Work Site Not Available	9 = Special Funding	13 = Work Not Permitted by School
2 = Manpower	6 = Summer Work	10 = Authorization	14 = Evaluate-Inspect-Monitor-Engineer
3 = Contractor	7 = Project Schedule	11 = Shop Diagnostics	15 = Work Complete Waiting Invoice
4 = Special Tools	8 = Asbestos-Lead	12 = Pending Assist	16 = Standing Job Order

SAFETY FIRST - ALWAYS FOLLOW "9 SAFETY STEPS FOR ALL JOBS"

1. THINK ABOUT SAFETY BEFORE WORKING
(If You Need Help, STOP Until Help Is Available-Safety Audit)
2. "COMMUNICATE" SAFETY ISSUES WITH OTHERS
3. SET UP BARRICADES (Lock Out - Tag Out)
4. USE PERSONAL PROTECTIVE EQUIPMENT
(Gloves, Eye Protection, Hard Hats, Ear Protection, Other)
5. CHECK YOUR EQUIPMENT AND USE GUARDS
6. FOLLOW SAFETY "STANDARDS" FOR YOUR TRADE
(See Employee Safety Program 6.0)
7. LIFT CORRECTLY - MOST MAJOR INJURIES ARE TO BACKS!
(Physical Fitness = Fun Exercise + Moderation Diet)
8. CLEAN UP YOUR JOB AREA - CONTINUOUSLY
9. DRIVE DEFENSIVELY (Use seat belts - Check Before Backing)

OUR CUSTOMER'S 9 EXPECTATIONS

1. PROFESSIONAL WORKMANSHIP
2. QUALITY MATERIALS
3. SAFE AND CLEAN WORK SITE
4. FAST RESPONSE
5. REDUCE EMERGENCIES
6. GOOD ATTITUDE - APPEARANCE
7. COMPLETE W.O. 100%
8. KNOW STATUS OF W. O.
9. QUALITY INSPECTIONS