



BUILDINGS & GROUNDS

RESPONSE TIMELINE & PRIORITIZATION OF WORK ORDERS

Descriptions:

Priority 1- HEALTH & SAFETY (EMERGENCY)

Priority 2- HEALTH & SAFETY (NON-EMERGENCY)

Priority 3- ROUTINE MAINTENANCE (NON-EMERGENCY)

Priority 4- ENHANCEMENT & BEAUTIFICATION REQUESTS

RESPONSE TIME & WORK ORDER REQUEST TYPE

PRIORITY 1- (SAME DAY SERVICE)	PRIORITY 2A (2-4 DAY SERVICE)
<ul style="list-style-type: none"> Gas & Water Leaks (non-roofing) Power shortage Sewer backups Graphic Graffiti Flooding Gain Entry (e.g. broken doors) Elevator Malfunction No heating or ventilation (entire bldg)* Missing storm drain cover Communication Inhibited (PA, Clocks & Bells) Natural Hazards (e.g. fallen tree) Vandalism (e.g. toilet fixtures) Broken Windows (lower levels) Malfunctioning Play Structure Ramp Repair (no handicap access) 	<ul style="list-style-type: none"> General Graffiti Drinking Fountain Malfunction Urinal / Toilet Backup Broken interior doors, fixtures, hardware Fence repair Intrusion/ Fire Alarm Repair No heating or ventilation (individual areas)* <hr/> <p>PRIORITY 2B (5-7 DAY SERVICE)</p> <ul style="list-style-type: none"> Pothole repair Roof leaks Re-keying/replacement keys Light bulb exchange (5 or more) Thermostat Adjustment Broken windows (upper levels)
PRIORITY 3 (7-10 DAY SERVICE)	PRIORITY 4 (subject to approval-Summer Only)
<ul style="list-style-type: none"> Missing ceiling or floor tiles Signage Fixture repair Outdoor security lighting Light bulb change (less than 5) 	<ul style="list-style-type: none"> Mounting whiteboards/chalkboards Adding Partition Walls Building Shelving Enhancement Painting Additional Fencing Electrical Additions Beautification (painting (interior); landscaping)

* Priority Order of heating requests: 1) CDC 2) Elementary 3) Middle 4) High 5) Admin

To place a work order request, please go to the Employee Intranet and select the **Facilities Work Order** icon

