

WORK ORDERS FOR FORESTRY PROJECT & MAINTENANCE CREW

The College and FRL own or control a range of unique facilities and equipment, both on and off campus. A project and maintenance crew was established to help maintain existing property, as well as, design and fabricate new items to assist faculty with their research projects. This in-house operation is intended to provide timely, professional and economical support to all members of the College and FRL community. Work is provided on a time and materials basis. To help manage workflow and ensure that the correct tasks are accomplished all customers will proceed as follows:

1. All requests for work will be outlined on the attached Work Order. The Work Order must include a valid index and activity code. The completed form will be sent to the crew's director. The director will advise the customer if the proposal is beyond the scope of the crew's skills or availability.
2. If an estimate of materials or labor is desired before any work begins, the crew director will consult with the customer, develop an estimate, review it with the customer and obtain approval before proceeding.
3. Once a project is started, the director will obtain necessary materials, assign appropriate crew members, and schedule the work. Hours spent on each project will be recorded daily for each crewmember.
4. Upon completion of a project, the related time and materials costs will be forwarded to the College Business Office. These charges will be expensed to the appropriate index, and reported via Banner.
5. When requested, a work completion report detailing all material and labor costs will be provided directly to the customer.
6. Work orders may also be submitted through E-mail as long as the person with the financial authority makes the request, or is copied.