

STOCKTON UNIVERSITY



PROCEDURE

Work Order Requests

Procedure Administrator: Senior Vice President for Facilities and Operations
Authority: N.J.S.A. 18A:64-8
Effective Date: September 27, 1974; February 12, 1975; October 8, 2009; March 7, 2011; May 24, 2023
Index Cross-References: Procedure 6817
Procedure File Number: 6805
Approved By: Dr. Harvey Kesselman, President

All requests for services (event setup, repairs, new construction, custodial, etc.) to the Division of Facilities & Operations shall be requested using the University Computerized Maintenance Management System (CMMS) found on the Facilities and Operations website.

Upon completion of the required task or repair, the work order form is used to record the completion date, materials, labor costs and any other relevant data. This process serves as a basis for computing operating costs and other data related to the request.

Charges for special projects, work or repairs are covered in Procedure 6817: Charges for Special Work or Projects.

Review History:

	Date
Procedure Administrator	03/14/2023
Divisional Executive	03/14/2023
General Counsel	04/21/2023
Cabinet	05/24/2023
President	05/24/2023