

Facilities

TASK: Completing and Submitting Work Orders

Task	Person Responsible	Date to be completed
1. Go to ChildPlus.	Staff reporting problem	When problem is noted
2. Click on "Management" tab.	Staff reporting problem	When problem is noted
3. Click on green button at top right corner "Add Work Order".	Staff reporting problem	When problem is noted
4. Fill out top section with a description of work needed, location, and a priority listing. High Priority: Safety concern, DCL issue, Fire issue, or anything that would require immediate attention. Normal: Not needed immediately but should be taken care of soon Low: No urgency, can be added to list for repair when classroom closed Click on green "Save" button at the top right of the screen	Staff completing work order	When work order is complete
5. If work needed is high priority follow up with an e-mail and/or telephone call to Safety/Nutrition Manager .	Staff completing work order	When work order is complete
6. Review work order and assign a priority.	Safety/Nutrition Manager	When work order is reviewed
7. Assign work to be completed.	Safety/Nutrition Manager	After review