

# Edinboro University

## Office of Facilities Services – Work Order Guideline

### **Purpose**

To establish a guideline for receiving, planning, and accomplishing all work requests.

### **Objective**

To enable effective and efficient management of the work force, equipment, and fiscal resources of the Facilities Department.

### **Definitions**

- A. Facilities maintenance is the term used to define the work necessary to preserve the building and grounds in a state appropriate to their original intent.
- B. Emergency maintenance is the term used to define the work necessary to return a facilities component or system to operational function; the loss of function would cause a dramatic financial or operational impact.
- C. Reactive maintenance is the term used to define the action necessary to repair or replace existing non-critical equipment that no longer functions as originally intended.
- D. Preventive maintenance is the term used to define the activities intended to prolong the useful life of facilities.
- E. Project work is the term used to define construction, expansion, extension, alteration, or addition to any facility or utility.
- F. Minor Fabrication is specialized shop work that cannot be accomplished through a purchasing process or when the cost to repair existing components is less than the cost to replace them. Departments will be charged for materials involved in fabrication or repair.

### **Policy**

The primary function of the Department of Facilities is to provide facilities maintenance services for Edinboro University. All existing buildings and grounds at Edinboro University should be appropriately maintained.