



MD-0016 Work Orders Submitted Without Enough Information

If a work order is submitted without enough information, the work order will be declined instead of using the “waiting more information” status. When a work order is declined, a reason must be recorded in the action taken field **and** the same information must be sent to the requester through the message center.

Information required:

- Location(s) within the school or office
- Details of type of equipment, equipment name or material related to the work order. *ie: RTU #3, Boiler #1, chiller, floor tile, ceiling tile, asbestos, concrete, drywall, wood etc*
- Temperature of interior rooms if heating or cooling related