

WORK ORDER PRIORITY LIST

Priority 1—Emergency—Situation is an immediate safety or health hazard.

- Glass —windows, side lights, mirrors—broken with sharp edges or out completely
- Locks—any window or door lock not working at all that can be accessed from the outside and that could lead to a break-in or locks that need to be changed for security reasons, interior locks on sensitive space
- Plumbing—overflowing, major leaking, clogged—drains, sinks or toilets
- Electrical—out completely, sparking, loose outlet/switch
- Cleaning of broken glass in entryways or stairwells, common bathrooms, offensive graffiti
- Torn carpet that poses a safety concern
- Multiple lights that are burnt out in work areas, hallways, stairwells or bathrooms
- No heat or air conditioning
- Furniture—dangerous condition, blocking stairways or exits, fire systems
- Gas or burning odor
- Elevator problems
- Hazardous or toxic material accidents
- Hazardous conditions that could lead to injury, i.e. ice on walkway
- Ceiling or roof leak

Priority 2—Urgent

- Partial plumbing problem—bathroom faucet not working, drains not working properly, loose toilets, water sprays
- Missing lights in common areas and offices
- Common areas and offices need cleaning
- Partial electrical problem, i.e. circuit breaker for coffee maker
- Malfunctioning door lock (door lock still lockable)

Priority 3—Routine

- Single air conditioner or heater noisy or not working all
- Single light burnt out
- Window glass cracked
- Keys and/or locks

Priority 4—Projects

- All project work will be planned and scheduled by Maintenance and Department Heads.