

WORK ORDERS

Document ID: 9.1.0.1

Document Owner: *Maintenance*

Date Revised: 1/17/2019

Approval: *CFO*

Date Created: 8/1/2010

Overview

The District utilizes Skyward for its work order requests. The **system** routes each work request to the appropriate department (*business office, teaching and learning, maintenance, custodial, grounds, and technology*).

The District uses the work order system to facilitate and expedite work order requests, create work schedules, and to determine urgency or problems and projects. It is imperative that the system be used.

Please utilize this for any and all repairs routed through the *grounds, maintenance, and technology* department.

Please follow all prompts when entering a work request. If you have trouble completing any part of a work order please call the *business office* for assistance.

Add Work Request

Request Entered By: MACIK, JOANNA P

* Department Code: 050 - Skyward Student

* Work Code: 050 - Skyward Student
070 - Skyward Finance
071 - Maintenance/Grounds
074 - Custodial
076 - Technology

* Summary:

* Description:

* Priority: 2 - Normal

* Building of Request: Asst Supt-Finance & Operations

Location Details:

SKYWARD STUDENT ISSUES
Supervisor: ADAMS, AMANDA R

Save
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MAINTENANCE KEY ISSUANCE

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Date Revised: 7/24/2017

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Date Created: 8/1/2010

District Policy on Key Issuance

The District has incurred costs to ensure building safety and security for our staff and students.

Beginning in the 2014-2015 school year all keys will be administered by the *maintenance department*. Issuance and returning of keys will be done at the *maintenance office*. All keys issued to new or existing staff will be stamped with a number on the key and must be signed for by the key holder. Key requests are approved by the *maintenance supervisor*

MAINTENANCE KEY ISSUANCE

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and the *superintendent* or *assistant superintendent*. *Supervisors* will be made aware of any key issues prior to the key being assigned.

Staff members are NOT allowed to loan out their key to anyone else.

Upon the exit of an employee, keys must be turned in to the *maintenance department* and signed back in; this is required to receive a final paycheck.

If a key is lost, depending on the severity, the course of action will be determined by District administration.

Employee badge access controls are administered by *technology* (see section 17.4.0.1).

WAREHOUSE REQUISITION

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Warehouse Requisition

Items purchased in bulk by the District are stored in the warehouse located **at the West ISD Support Building at 406 W. Shook St.** To submit a bulk purchase request, enter a requisition made out to 'warehouse'. When this is received in the *business office*, the order will be placed for delivery. **Journal entries for internal costing of these orders occur monthly to change campus / department budgets.** Costing is based on the first in/first out method.

Items the Warehouse Carries

1. Custodial Supplies
2. Water
3. Copy Paper

Enter a Warehouse Requisition:

- ☐ Choose *Purchasing*
- ☐ *Requisitions*
- ☐ Select *Add* to the right of your screen

WAREHOUSE REQUISITION

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Requisition Master Information
Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: **070 - Business Office**
Fiscal Year: **2013 - 2014 September 1, 2013 - August 31, 2014**

☒ Account allocation by total requisition amount (YMA).
☐ Account allocation by each requisition detail line (YDA).

☐ This requisition is used to restock a warehouse.

Requisition Information

* Batch Number: **14**
* Description:
* Vendor: **West I S D Business Office**
* Ship To: **West I S D Business Office 801 N Reagan PO BOX 655 WEST TX 76691**
Attention:
* Due Date: **08/12/2014** **Tuesday**
Ship Date: **08/12/2014** **Tuesday**
Ship Via:
Contract:
Method:
Asterisk (*) denotes a required field

Save and Add Detail
Save and Mass Add Detail
Back

- ☐ Make sure you have the right requisition group (if you are only assigned to one requisition group it will default to that group)
- ☐ Add delivery instructions
- ☐ Use the pull down menu to select your building
- ☐ Click *Save* to add detail line items
- ☐ Choose the amount of the selected item needed in the bottom section
- ☐ Click *Save Item Selection Info*
- ☐ Select *Add Account Distribution* it will take you to this screen to choose the account to use
- ☐ Click *Save Account Distribution*

Requisition Detail Lines/Accounting
Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **14**
Requisition Number: **0000005020**
Group: **(070) Business Office**
Fiscal Year: **2013 - 2014**
Vendor: **Warehouse**

Accounting: **Account allocation by total requisition amount.**
Amount: **0.00**
Ship To: **West I S D Business Office**
Description: **Water to Business Office**

Requisition Detail Lines

* Line Number: **100**
Line Type: ☒ Merchandise
☐ Narrative
Catalog:
* Quantity: **0**
Unit of Measure:
* Unit Cost: **0.00000**
Total Amount: **0.00**
* Description:
Save
Back

- ☐ When complete and all areas are verified, click *Submit For Approval*

UTILITIES

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Overview

The District dedicates large amounts of capital to provide electricity, natural gas, and water for District use. The state requires that Districts make plans to decrease utility usage each year. Below are some tips that could help ensure that the District meets its goals.

☐ **TURN OFF LIGHTS IN AREAS NOT IN USE**

- ☐ Most facilities are equipped with automated HVAC controls. These have been preset by maintenance in order to maintain a comfortable condition for staff and students. If a heating or cooling issue arises make sure to turn in a work order. If for some reason the HVAC controls must be overridden please return them to the preprogrammed status as soon as possible.
- ☐ Report issues involving utilities as soon as they are discovered
- ☐ Turn off refrigerators when not in use and unplug during summer hours
- ☐ Do not leave doors propped open

Restricted Items

Due to the District's utility usage, insurance requirements and state fire codes, it has become necessary to restrict the usage of certain items. Therefore, the following are NOT allowed in the classroom.

- ☐ Scentsy warmers and accessories
- ☐ Furniture (including sofas, tents, and patio furniture)
- ☐ Space heaters
- ☐ Refrigerator
- ☐ Coffee / tea makers
- ☐ Crock pots
- ☐ Lamps
- ☐ Microwaves

CLASSROOM MAINTENANCE

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No paint, tape, staples, hot glue, or any other items that will deface the wall upon removal may be used **anywhere in the District, of any kind, is not allowed by anyone except maintenance.**

Defacing or altering District property is not allowed and could result in disciplinary action.

Sticky tack and painter's tape are the only items approved to be used on walls.

CLASSROOM MAINTENANCE

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The District has painting schedules that are carried out every summer. These schedules change as building walk-throughs occur in the spring. If staff know of an area that has particular needs, please submit a work order.

Please be aware all liquids poured down science lab prep sinks should be approved by administration.

ASBESTOS MAINTENANCE

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The *maintenance supervisor* is the asbestos coordinator for the District. The records are kept in the *maintenance* office in accordance with requirements.

SAM'S CLUB PURCHASE PICK-UP

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Date Created: 9/1/2017

The *maintenance department* makes trips to Sam's Club every Tuesday. They pick up any and all Sam's Club purchases made on the District Sam's Club credit card. This method is utilized in order to keep campus and department staff in-District performing their designated job duties.