SECTION: CAMPUS OPERATIONS
AREA: GENERAL
SUBJECT: ENGINEERING & OPERATIONS WORK ORDERS

PURPOSE

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures for requesting work from the Engineering & Operations Department.

SCOPE

This policy applies to all UAMS employees, faculty, staff and students who need to request work from the Engineering & Operations Department.

POLICY

All UAMS departments requesting services from Engineering & Operations must initiate a work order and provide specific information. Construction and renovation projects are not covered by this policy.

PROCEDURE

1. Requests for routine maintenance or new work may be submitted by calling the Call Center at 526-0000 or submitted online at http://www.uams.edu/physplant. However, construction and renovation projects exceeding $5,000, or resulting in a structural change or functional change are subject to Administrative Guide Policy 11.2.01, "Renovation and Construction Projects."

2. Occasionally, repair of equipment and furniture requires departments to deliver such items to Engineering & Operations. If so, departments can submit a moving request to Property Services to transfer item(s) to the Engineering & Operations area. Each piece of equipment or furniture (NO upholstery work) must have a *Work Order* and Equipment Tag (property identification) attached. The requesting department must fill out both the Work Order and Equipment Tag indicating the name of the department, account number, room number, phone number, mail slot number, signature and statement of repairs needed (Equipment Tags are furnished by Engineering & Operations on request).

3. Departments requesting repair of electronic equipment, including patient care equipment, sensitive mechanical equipment, bed scales, incubators, etc., should contact Clinical Engineering at 526-0000 or online at http://www.uams.edu/clineng.

4. Emergency service calls should be directed to the Call Center at 526-0000. Emergencies may include such issues as heating and air conditioning problems, plumbing, electrical,

nurse call communications, patient vacuum (air/oxygen), door locks, elevators, ice machines, sterilizers, or kitchen equipment.

ENGINEERING & OPERATIONS WORK ORDER: REQUIRED INFORMATION

1. **Work Location: Bldg./Room No:** The specific location where the work is to take place, including the building and room number.

2. **Describe Work:** Briefly describe the nature of the work requested.

3. **Department/Phone Number/Mail Slot:** The name, phone number and mail slot number of the department requesting the work order.

4. **Fund/Center/Signature:** The appropriate departmental account number to be charged for the work/repair being requested.

5. **Request Estimate:** Check the appropriate YES/NO block either requesting or rejecting an estimate for the work being solicited.

6. **Attachments:** Identify any drawings or special instructions that will be attached to the work order. Also include the date the work order was initiated.

Signature: _____

Date: August 4, 2011