

## Scheduled Maintenance Work Order

WORK ORDER NO... 15,024

PERIOD ENDING. 7/02/2019

PRIORITY..... 0

WO REQUEST #.....

SUPERVISOR.....

ENTERED 7/02/2019 2:47 PM

STARTED / /

DEPT

SHIFT

STATUS:

DATE DO TIME INITIALS

ASSIGNED TO.....CR CARL RAMSAY

EQUIPMENT.....11 TECH BLDG

LOCATION.....TECH BLDG REQUESTED BY:CARISSA LEWIS

MODEL..... SERIAL.....

MANUFACTURER.. LINE.....

WORK ORDER HEADER: CHECK A/C FOR TE-103 AND OTHER PROBLEMS

SEQ# DESCRIPTION

APPLY ALL SAFETY PROCEDURES BEFORE STARTING YOUR WORK.... THINK SAFETY!!!

1 CHECK A/C FOR TE-103 AND OTHER PROBLEMS.

TE 103 (SANDI DANIELS CLASSROOM). SHE'S HAVING PROBLEMS WITH GETTING IT COOL IN THE CLASSROOM AND SHE AND HER STUDENTS ALSO NOTICED THAT THE PAPER IS DAMP FROM HUMIDITY AND THAT HER CHAIRS HAS MOLD ON THEM. IF WE CAN GET SOMEONE TO CHECK ON THESE TWO ISSUES IT'LL BE GREATLY APPRECIATED. SANDI WILL BE IN HER OFFICE FOR ANY QUESTIONS. (TE 9)

Total Time: \_\_\_\_\_

Time	Date	Initials	ADDITIONAL LABOR	Time	Date	Initials

Part Number	Description	ADDITIONAL PARTS	Location	QTY	Used

WHEN WORKING ON A MACHINE MAKE SURE THAT YOU USE YOUR LOCKOUT AND TAG OUT SYSTEM!!!!  
 WHEN YOUR WORK IS COMPLETED TEST RUN YOUR EQUIPMENT. TEST ALL SAFETIES AND MAKE SURE ALL GUARDS ARE IN PLACE. LOOK FOR POTENTIAL HAZARDS AND CORRECT IF NEEDED. CLEAN YOUR WORK AREA AND RETURN ANY UNUSED PARTS TO THEIR PROPER LOCATIONS. NOTIFY YOUR SUPERVISOR AND MAKE OUT A WORK ORDER FOR ANY WORK THAT YOU CANNOT COMPLETE.

Comments \_\_\_\_\_

Approved By: \_\_\_\_\_ Inspected By: \_\_\_\_\_

# EXAMPLE OF FIRE EXTI. PREVENTIVE MAINT.

MONTHLY FIRE EXTINGUISHER/EXIT/EMERGENCY LIGHT REPORT								
	EXIT LTS.	EMER.	FIRE EX.	GOOD	BAD	INITIAL	DATE	COMMENTS
<b>Administration Building 1st Floor</b>								
WEST ENTRY/BUSINESS OFFICE	1							
CENTRAL by ROOM 124		1	1					
WEST HALL by ROOM 114			1					
WEST STAIRWELLS		2						
FRONT ENTRY	1							
EAST ENTRY	2	1						
CENTRAL HALL by ROOM 140		1	1					
EAST HALL BY HANDICAP RR			1					
EAST HALL by ROOM 143			1					
<b>Administration Building 2nd Floor</b>								
EAST STAIRWELL	1	1						
BY WOMEN HANDICAP RR			1					
CENTRAL HALL by ROOM 248-242		1	1					
CENTRAL STAIRWELL	1	1						
CENTRAL HALL/WEST END		1	1					
WEST HALL by ROOM 200			1					
<b>Administration Building Basement</b>								
STAIRWELL LANDING	1							
ENROLLMENT SERVICES	1	1	1					
ELEVATOR CLOSET			1					
SHOOTING RANGE			1					
<b>Technical Building 1st Floor</b>								
FRONT ENTRY	1	1	1					
SOUTH/WEST ENTRY	2	1	1					
EAST ENTRY	2	1	1					
WEST HALL by ROOM 111	2		1					
NORTH/WEST ENTRY	1		1					
NORTH ENTRY	1		1					
NORTH/SOUTH & CENTRAL STAIRWELLS		9						
NORTH HALL	2		1					
<b>Technical Building 2nd Floor</b>								
NORTH HALL	1		1					
NORTH WEST HALL/by TE-21-20	3		2					
WEST HALLWAY	2		1					
ROOM 214-213 INSIDE			2					
ELEVATOR MAINT. ROOM by 210			1					
ACROSS FROM TE-211			1					
SOUTH HALL	4		3					
<b>Business Building 1st Floor</b>								
NORTH/EAST ENTRY	1		1					
CENTRAL HALL	2	1						
BB 140 OLD CAFÉ		1	1					
BB 145	1	1						
KITCHEN by STOVE			1					
OLD CAFÉ STORAGE ROOM			1					
WEST ENTRY	1							
SOUTH HALL/ENTRY/RM100	4		1					
ELEVATOR MAINT. ROOM			1					
ROOM 106		1	1					
BB-136/ NURSE STORAGE			2					

**MONTHLY FIRE EXTINGUISHER/EXIT/EMERGENCY LIGHT REPORT**

	EXIT LTS.	EMER.	FIRE EX.	GOOD	BAD	INITIAL	DATE	COMMENTS
<b>Business Building 2nd Floor</b>								
SOUTH HALLWAY	4							
WEST CENTRAL HALL	2		2					
CENTRAL HALL	2		1					
EAST/CENTRAL HALL	2		1					
NORTH HALLWAY	2							
<b>PAINT STORAGE</b>								
INSIDE			1					
<b>Learning Resource Center</b>								
FRONT ENTRY	2		1					
STUDY AREA	2		2					
SOUTH EMERGENCY EXIT	1		2					
WALL BY STAFF DOOR TO STUDY AREA	2							
OFFICE AREA HALLWAY	1		1					
ALARM/STORAGE ROOM			1					
BREAKROOM EXIT	1							
WORK STATION EXIT	1							
EXTERIOR MECHANICAL ROOM			1					
<b>Career Academy And Pathways</b>								
FRONT LOBBY	1		1					
KITCHEN			1					
WATER FOUNTAIN/COMP.LAB			2					
<b>Physical Plant</b>								
BREAKROOM/TRAINING	2		1					
SOUTH/WEST SHOP AREA	1							
NORTH/WEST SHOP AREA			2					
SOUTH/EAST SHOP AREA			1					
NORTH/EAST SHOP AREA			1					
INVENTORY/STORAGE AREA			1					
VEHICLE CARPORT POST			1					
FUEL SHED			1					
PUSH MOWER STORAGE			1					
FORK LIFT			1					
<b>Maintenance Building</b>								
FRONT ENTRY	2		1					
WELDING AREA	1		1					
SOUTH END CENTRAL HALL	1		1					
CLASSROOM	1		1					
WELDING BOOTH AREA		1	3					
DOCK ENTRANCE			1					
CARPENTER SHOP			1					
<b>Enviromental Training Academy</b>								
LOBBY			1					
HALLWAY/COPYROOM	1		1					
FRONT ENTRANCE	1							
CLASSROOM/CONFERENCE RM	1		2					
<b>Enviromental Lab Building</b>								
EAST ENTRY	1	1	1					
EAST WALL /BAY EXIT	2	1						
NORTH BAY DOORS/WALL	1	1						
UPSTAIRS EQUIPMENT ROOM			1					

**MONTHLY FIRE EXTINGUISHER/EXIT/EMERGENCY LIGHT REPORT**

	EXIT LTS.	EMER.	FIRE EX.	GOOD	BAD	INITIAL	DATE	COMMENTS
<b>Gymnasium</b>								
FRONT ENTRY	1		1					
WORKOUT ROOM/EAST EXIT	2		1					
LOBBY AREA/EXIT	1		2					
WEST EXIT	1		1					
NORTH WALL BALL COURT		1	1					
SOUTH WALL BALL COURT	2	1						
P.E. Office	1		1					
SOUTH STORAGE	1		1					
<b>Student Center</b>								
NORTH ENTRY/LOBBY	1		1					
CENTRAL HALL	7							
BOOKSTORE/ STORAGE	1		1					
STUDENT DINING/KITCHEN	2		1					
SOUTH ENTRY/LOBBY	1		1					
MECHANICAL/MAINTENANCE HALL	3		2					
MECHANICAL ROOM	1		1					
GRAND HALL 1	3		1					
GRAND HALL 2	3		1					
<b>AUTO SHOP</b>								
NORTH ENTRY/BAY DOORS	1		2					
NORTH DOOR CLASSROOM	1							
BATH ROOM HALL	2	1						
EAST BAY/SHOP WALL		1	2					
WEST AUTO RACK WALL			2					
UPSTAIRS STORAGE			1					
<b>FIRE TRAINING ACADEMY</b>								
LOBBY	1							
CENTRAL HALL	2	1	1					
EAST HALLWAY	1	1	1					
<b>UPTOWN CENTER STREET LEVEL</b>								
MAIN ENTRY	1							
RECEPTION AREA	1		1					
GENERAL OFFICE HALLWAY	3							
OFFICE CUBICLE HALL	1							
<b>UPTOWN CENTER LOWER LEVEL</b>								
ELEVATOR LOBBY	1							
ELEVATOR MECHANICAL ROOM			1					
EAST SIDE HALLWAY	2		1					
WEST SIDE HALLWAY	4		2					
MECHANICAL ROOM	1							
<b>ROSS CENTER GARAGE</b>								
BAY WALL			1					
<b>ROSS CENTER</b>								
FRONT ENTRANCE	1							
EAST SIDE HALLWAY	1		1					
WEST EXIT	2							
KITCHEN			1					
SOUTH ENTRANCE	1							
MULTI-PURPOSE AREA	4		1					

**MONTHLY FIRE EXTINGUISHER/EXIT/EMERGENCY LIGHT REPORT**

	EXIT LTS.	EMER.	FIRE EX.	GOOD	BAD	INITIAL	DATE	COMMENTS
<b>D DORMITORIES</b>								
FRONT ENTRANCE	1							
CENTRAL HALL NORTH	1	1	1					
CENTRAL HALLWAY SOUTH	1	2	1					
<b>D DORMITORIES 2nd FLOOR</b>								
CENTRAL HALL NORTH	2	1	1					
CENTRAL HALL SOUTH	1	1	1					
KITCHEN	1		1					
<b>MECHANICAL MAINTENANCE BUILDING</b>								
FRONT ENTRY	1	1	1					
HALLWAY	2		1					
EAST/WEST HALL	1	1	1					
<b>MECHANICAL WELDING</b>								
NORTH ENTRY/BAY DOORS	2	1	1					
SHOP AREA NORTH WALL	1	2						
SHOP AREA SOUTH WALL	1							
<b>AVATION HANGER</b>								
MAIN ENTRANCE/WEST WALL	2	1	3					
CLASSROOMS (2)		2						
EAST EXIT/WALL	1	1	3					
northwest entrance	1							
UPSTAIRS WALKWAY			1					
<b>STUDENT APARTMENTS</b>								
<b>EAST APARTMENTS</b>			2					
<b>WEST APARTMENTS 1 &amp; 2</b>			4					
DAYROOM NORTHWALL			1					
MAINTENANCE HALLWAY			2					
<b>SECURITY</b>								
PATROL UNIT IN TRUNK			1					
<b>AFTA FIREHOUSE</b>								
NORTH ENTRY	1	1						
NORTH HALLWAY	2		2					
BREAKROOM ENTRY/EXIT	1	1						
TRUCK BAY NORTH WALL		3						
TRUCK BAY SOUTH WALL		3						
WEST HALLWAY NORTH ENTRY	1	1						
DAYROOM WEST EXIT	1							
WEST HALLWAY			2					
WEST HALL SOUTH EXIT	1	1						
ELECT. MAINTENANCE (OUTSIDE)			1					

INSPECTED BY:

Signature:

Date: