

Work Order Priority

- Priority #1** - Work orders that are considered a "1" are those that cause immediate hazard to life or property. These should be called into the maintenance office (x6693) and response will be ASAP.
- Priority #2** - Work orders that are considered a "2" are those that disrupt the educational process. These may be such items as heating, air conditioning, roof leaks, lighting, plugged sewer, etc. These should normally be called in to the maintenance dept. (x6693)
- Priority #3** - Work orders that are considered a "3" are those that are not serious in nature but do need repair. These may include irrigation leaks, non-working drinking fountains, additional keys, etc.
- Priority #4** - Work orders that are considered a "4" are those that support preventative maintenance or are recurring in nature. (mowing, HVAC filters, etc.)
- Priority #5** - Work orders that are considered a "5" are those that support District functions other than maintenance such as: moving chairs, tables, and equipment to support graduation, band or athletic functions.
- Priority #6** - Work orders that are considered a "6" are those that involve site improvement. These will include grounds renovation, building furniture, etc.