
ABC Housing Co-op

Work Order Coordination Procedure

This procedure will ensure work orders are generated when required and get completed in a timely fashion. Work orders can be generated by members, unit inspections, move in/out inspections, the schedule of capital replacements and repairs, or the annual and preventive maintenance schedule.

Requirement:

1. Members must have access to work orders and know how to submit them
2. Maintenance Committee coordinates work orders through to completion (Job Description provided)

Process

- Members to submit work order manually
- Maintenance Committee will collect and process work orders at least once per week
- Maintenance Committee processes work orders by forwarding to on site maintenance coordination staff
- On Site Maintenance Coordination Staff will ensure the work is completed per policy (and Review work orders as related to Purchasing/Repair Procedure

Effective date: June 8, 2019