

 <p><b>Confederation</b> COLLEGE</p> <p><b>OPERATING PRACTICE</b></p>	Number: 3-4-01	# of Pages: 2
	Originator:	Facilities Services
	Approved By:	Executive Committee
	Effective Date:	86-03-06
	Replaces:	
<b>WORK REQUESTS</b>		

**1. NO CHARGE REQUESTS**

- 1.1 Routine work which is in the Facilities Services operating budget.
- 1.2 This work not require an estimate and will include such activities as:
  - A. Relocation of furniture and related items.
  - B. Set-ups required for graduation ceremonies, seminars, and other similar college events.
  - C. Transportation service for pickup and delivery of college-related items within the City of Thunder Bay and its immediate area.
  - D. Maintenance requirements such as painting, millwork/furniture repair, replacing lamp bulbs, etc.
  - E. Minor general requests costing less than \$50.00 in material.

**2. CHARGE REQUESTS**

- 2.1 Work of any nature which would not have been anticipated in the Facilities Services operating budget.
- 2.2 This work will normally serve the needs of a specific department and would include:
  - A. New installations.
  - B. Fabrication.
  - C. Items costing more than \$50.00 in material.
  - D. Material costs for repair or maintenance of academic related equipment or equipment associated with an ancillary operation, i.e., Cafeteria, Fitness Centre or Residence.
- 2.3 Labour Costs - When work is performed by college staff during normal working hours, there will be no charge for labour. When work is performed on overtime or an outside contractor is required, labour costs will be charged.

**3. ROUTING PROCEDURE**

- 3.1 Originator fills out request with a detailed description using a separate sheet for a sketch, if necessary. Originator keeps gold copy and sends three copies to Facilities Services. Facilities Services will return two copies with an estimate of costs and the job number. If these two copies with an appropriate approval signature are not returned within four weeks, the request is considered cancelled.

**4. APPROVAL LEVELS**

- 4.1 Up to \$250.00 - Department Head  
Over \$250.00 - Division Head
- 4.2 The two copies showing the estimate with the appropriate approval signatures and account number should be returned to the Maintenance Superintendent for job scheduling and completion.

**5. WORK COMPLETED**

- 5.1 Labour and material costs will be entered in "Actual Cost" area. The yellow copy will be returned to the originator and the pink copy to the Accounting Department for the allocation of charges.

**SAMPLE OF WORK REQUEST FORM**