

**WORK ORDER
PROCESS**

ALL WORK ORDERS SHOULD BE SENT TO AUXILIARY SERVICES BY EMAIL ONLY

Do not use this form for preventative maintenance or standard cleaning address. **Please connect with Safety and Security/Engineering related to any building emergency immediately.**

WORK ORDER OVERVIEW

- Furniture assembly, dismantle, repair, and deep cleaning
- Deep cleaning outside standard address for any area
- Repair/service – building matters
- Extermination – internal/external
- Heating/cooling

Engineering

Check service concern

Windows/walls
Locks
Fixture installs
Cabinets
Roof leaks
Mirrors
Ceiling/carpet tile replacements
Picture/corkboard installs
Doors
Sinks
Toilets
Showers
Water/valves
Ladders (12 and 18 foot)
Assembly/dismantles
Ventilation matters
Temperature
Appliances (CCC Assets)
Fire extinguishers
Lighting controls
Smoke detectors
Power outages
Circuit breakers
Extermination

Janitorial Services

Check service concern

Graffiti removal
Moving assistance
Flooding address
Rug, carpet, fabric wall, and chair cleaning
Specialized disinfection cleaning/consultation
Recycle project assistance
Construction cleaning (requires an initial contractor cleaning)
Duties as assigned outside normal cleaning expectations
Radio Contact: call Security from external line: dial (312) 850-7168
Radio Contact: call Security from external line: dial (312) 850-7168

Building emergencies – 24-hour Safety and Security Dispatch

Emergency Call Push Button units located in garage and internal/external areas – no work order required; use immediately
From campus office line: dial 5-7168
From external line: dial (312) 850-7168

Building emergencies – 24-hour Auxiliary Services Inquires

Telephone (773) 709 – 7094
Text (773) 709 – 7094 - 24 hours
Email jholloway@ccc.edu

MALCOLM X COLLEGE
CITY COLLEGES OF CHICAGO

WORK ORDER	
<p><u>Work Orders should be submitted electronically to Auxiliary Services (jholloway@ccc.edu).</u> Do not send form directly to Engineering or Janitorial employees as the result could delay service and/or surge duplicate responses. Additionally, <u>this form is not for key requests</u> as there is another form required for Engineering response.</p>	
Requester Processing	Signature Approval Processing
Submission date:	Dean (or department designee)/Date:
Service Request date required:	Auxiliary Services Director/Date:
Requestor name:	Chief Engineer/Date:
Department:	Work Order Completion Report
Diagram Attached: Yes No	Department assigned: Engineering Janitorial
Window Location(s) if applicable:	Employee completion signature and date:
Space Location(s) if applicable:	Service employee comment (for internal purposes only):
Cabinet(s) if applicable:	
<p>Detail in writing below your work order (ensure space(s) referenced). Do not use this form for standard building address and/or emergencies. Your health and safety are always are our top priorities.</p>	