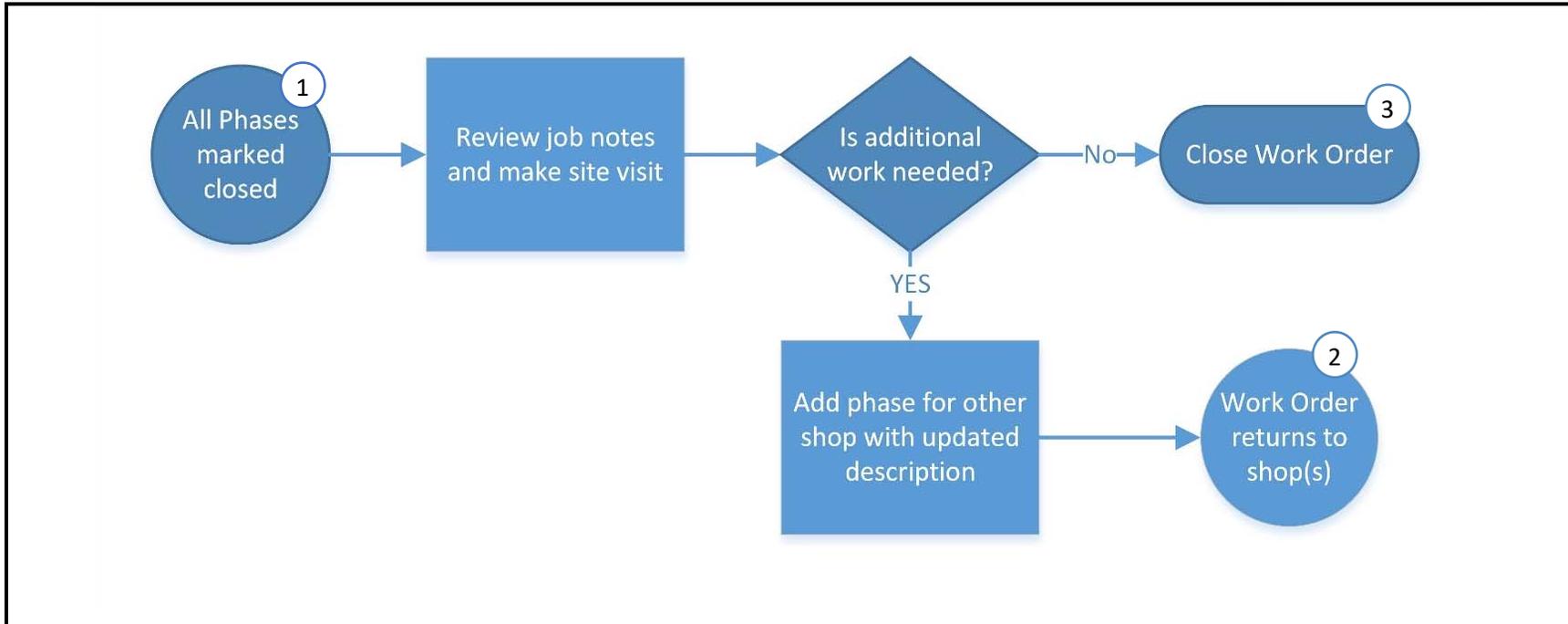


## Standard Work for **Building Manager** Closing a work order



No.	Process Steps (Brief descriptions)
1	When all shops have closed their phases, WO will appear in queue
2	Also communicate by phone or e-mail as needed
3	If not closed within 7 days, WO may be closed by AiM administrator
4	
5	
6	
7	
<b>Maintained By: Tina Bowers</b> <span style="float: right;"><b>Last Updated: 08/03/2018</b></span>	