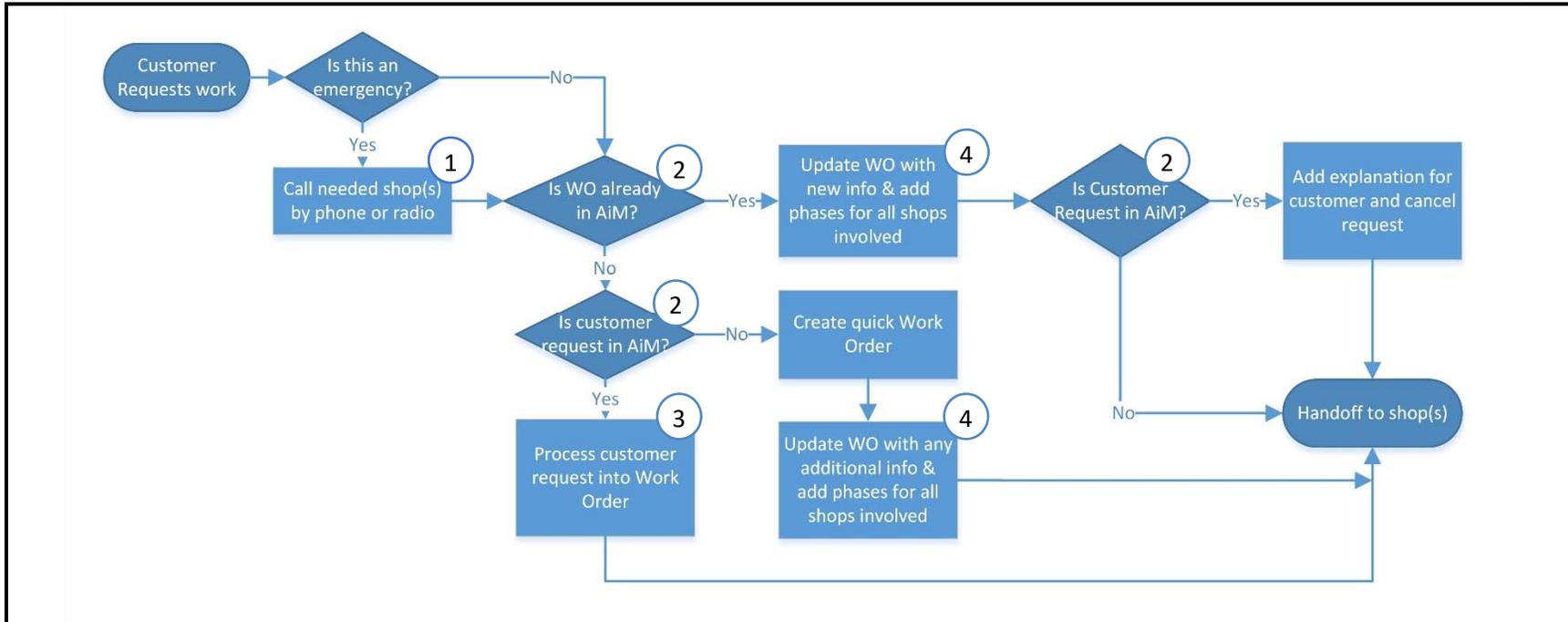


Standard Work for **Building Manager** creating a new Work Order



No.	Process Steps (Brief descriptions)
1	If work request is an emergency, contact all needed shops by the fastest method possible.
2	Search AiM by clicking the magnifying glass icon and entering search criteria.
3	Change customer request status to "Processed" and enter missing information. Make corrections/updates to customer entries as needed.
4	Set Phase Status to "Unassigned" unless you are supervisor of that shop
5	
6	
7	
Maintained By: Tina Bowers	
Last Updated: 08/03/2018	