

# WORK ORDER PROCEDURE

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*Approval: June 2012*

*Revision:*

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Work order and repair requests are to be submitted to the Facilities Management Department via a Facilities help desk ticket by e-mailing [facilities@cravenc.edu](mailto:facilities@cravenc.edu). This includes maintenance, grounds, and housekeeping. All requests should include specific details of what work is required. A work order will be issued and assigned to the appropriate Facilities Management staff member for completion of these requests.

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