1. Obtain Project Information

Design Services learns about projects in many different ways: from the administration, via phone call or email, or through a work request on the facilities website. No matter how a planner or project manager is notified, we need to make sure that the information is properly logged and tracked.

1. Submit a Work Order/ Request requisition number

What is it:

A work order request provides a six-digit number attached to a project description. Information includes contact name, phone number and email, building, and narrative of work scope.

Who is involved:

A customer can submit a work request online. The request comes to Design Services and is processed to the appropriate team (maintenance, custodial, planning, estimating, just-do-it).

If a customer presents a project (in person, phone call, email) and has not submitted the request online, we can assist them in the process.

How:

A work request can be entered on the Design Services website and [www.facilities.wayne.edu](http://www.facilities.wayne.edu).

Checklist:

Timeline Considerations:

Forms:

The only way to enter a work request is online.

Filing:

The six-digit number will be used for filing and tracking purposes. The request can be filed under \_\_\_\_\_\_\_\_\_.

1. Setting up a Folder
2. Under $25,000

What is it:

A project with a value under $25,000 is kept in a (long manila) folder. The requisition number, project name and ? is written on the outside of the folder.

Who is involved:

Forms:

Filing:

1. Capital Project

What is it:

Who is involved:

Forms:

Filing: