



**MD-0017** Entering COVID-19 Specific Work Orders

When requesting COVID-19 specific work orders, the following guidelines must be followed:

- Prior to submitting the request, the building supervisor must get the approval from their principal
- Requests must clearly state in the description that the work is COVID related
- Indicate specific locations within the school or office building
- Indicate the work to be done, i.e. install sanitizer or soap blocks, barriers, disinfection or food service site pest control, etc.
- Select the appropriate problem type (craft)- Carpentry, Environmental or Pest Control
- Requests for different types of work must be submitted on separate work orders.

When the work order is received by the Maintenance Department, all of these work orders will be updated to include the **project code "Coronavirus"** and the appropriate craft, classification and type before dispatching to a maintenance crew.