Florida Institute of Technology

Guidelines for Work Orders: Policy, Procedures & Account Categories

Revised: May 12, 2014
Policy
A Work Order is required for requested non-maintenance services associated with the facilities and grounds of the University for which Maintenance and Operations funding is not provided.

Definitions

Facility/Facilities:
The University uses the term facility/facilities to include, singly or collectively: any or all buildings, grounds, parking lots and garages, pools, utility infrastructures and any components thereof.

Maintenance:
Maintenance is the daily care of a facility and its components. It includes the normal labor and supplies required for cleaning, routine and preventative maintenance, and proper functioning of the building and components such as lights, mechanical systems, roofs, elevators, electrical and plumbing systems, life safety and fire suppression systems. Painting of buildings (exterior or interior), for the purpose of normal upkeep, is included in maintenance.

Repair:
Repair means partial replacement of small individual parts of a larger unit in order to allow that unit to be continuously used and to return that unit to service. Repair also includes minor repair of damaged structures, including doors, windows, locks, floor covering and stairs.

Renewal and Replacement:
Renewal and replacement is the process required when the existing unit no longer has a useful life and must be replaced in its entirety or requires a major overhaul. Renewal and replacement applies to mechanical equipment, hot water heaters, roofs, exterior painting, parking lots and garages, plumbing fixtures, etc. Renewal and replacement may be performed by internal maintenance personnel or by outside contractors depending upon the expertise and/or availability of the internal staff.

Capitalized Renewal and Replacement:
Capitalized renewal and replacement is a project which extends the life of the asset or substantially changes the use of the asset and bears a cost exceeding $1,500.

Capital Improvements:
Capital improvements are the remodeling of existing facilities which change the physical configuration of the facility. It does not include repainting of an unaltered facility for the purpose of normal upkeep.

**Capital Additions:**
Capital additions include the construction of new structures, parking lots, curbs, grounds lighting and landscaping.

**Work Order:**
A document used to segregate project costs and to provide for appropriate authorization. An individual work order is needed for each project requiring a separate account designation. Work order projects are typically funded by sources other than Facilities Operations and maintenance.

**Small Work Orders:**
Work orders submitted for work under $50 that are funded by sources other than operations and maintenance. The formal work order process is not required. Costs are directly JV’d to the account provided by the requestor.

**Maintenance Request:**
A request issued by an academic or administrative department for routine maintenance services. There is typically no charge for this service.

**Work Order Account Charge Number:**
The account number used to establish work order budgets and to record expenditures applied thereto.

**Work Order Tracking Number:**
The sequential number used by Facilities Operations to identify and track the progress and costs of each authorized project.

**Activity Code:**
Activity codes are created for all projects after approval received. They are based on fiscal year in which the project is approved and work order #.

**Procedures**

**Maintenance Requests:**
Maintenance requests are submitted by the initiator directly to Facilities Operations. Any employee or student of Florida Tech may initiate a maintenance request. Requests can be in person, by phone, by email, or directly on-line.

**Work Order:**
Work orders are required for all requested work that is not considered routine maintenance where cost exceeds $50.
Work orders may be initiated by any employee of Florida Tech, through their Department Dean/Vice President, to the office of Facilities Operations.

Work orders for renewal and replacement, capital improvement, or capital addition projects are initiated by Facilities Operations for pricing, prioritization and further approvals. Prioritization and approvals are determined by Administrative Council at the beginning of each fiscal year.

All work orders must be approved by a budgeting Department Dean/Vice President prior to submission to Facilities Operations. Facilities Operations will prepare a cost estimate and forward the work order and cost proposal to the initiator for approval of costs, assignment of account, and authorization to proceed with the project.

If total project cost is $500.00 or more – Department Dean/Vice President signature is required in addition to approvals as noted below:

- Non-Academic and Academic work orders – Chief Operating Officer (Dr. Dwayne McCay).
  - In the absence of Chief Operating Officer, the Deputy Chief Operating Officer (Dr. Donn Miller-Kermani) is authorized to sign.

If total project cost is $50,000 or greater, approval from the President is required.

Work will not proceed on a work order project until all appropriate approval signatures are obtained.

**Change Orders:**
Changes in the original project scope often occur after the project has been approved. Changes can be the result of unforeseen conditions, additional work (or less work) requested by the initiator, or additional requirements imposed after the fact by Building Officials or other regulatory agencies after a building permit has been issued. Changes that increase (or decrease) the cost of the original project requires a change order.

Requirements for approvals of the Change Order are the same as for the original Work Order for the project. Change Order work will not proceed without the signature approvals as required for the original work order.

**Work Order Pricing**
Internal labor will typically not be included (nor charged) in the project cost. Exceptions include some sponsored agreements (Grants), FIT Aviation, LLC projects. Labor may be included if schedule requirements mandate use of temporary employees or overtime of internal personnel.

Actual costs will be included for materials, equipment, outside vendors, and supplies used from inventory.

A project contingency of 10% will be included as a separate line item in the estimate. This is to cover potential additional expenses associated with fluctuating market conditions, time delay for
project approvals, unforeseen conditions, and refinements in scope subsequent to original program received from the initiator prior to final Work Order approval.

Florida sales tax will be added to FIT Aviation, LLC. Work Orders.

The total cost of the Work Order is a “Firm Bid Price” quotation for the work to be performed. As such, upon approval the total Work Order quoted sum will be transferred from the requestors’ account into the appropriate expense account for use by Facilities Operations in charging for expenses associated with the project.

**Space Database:**
Upon completion of a project, the Project Administrator will submit a log to the Facilities Operations Business Manager to update the Space Utilization Database.

**Account Categories:**

**Fund 925 Org 12385 (Work In Progress)**
All approved Work Order funds, including Renewal & Replacement (R&R) and Departmental Accounts are transferred to this account upon receipt of appropriate approvals. The work will be identified by the work order tracking number as assigned by Facilities Operations. All assigned work orders, including R&R and Departmental account charges will have funds transferred to Fund 925 Org 12385 via journal voucher.

The Facilities Operations Project Coordinator is responsible for inspecting the project and notifying the Project Administrator of Facilities Operations when work has been completed. The Project Administrator will then notify the Initiator via follow-up letter to ensure all work was completed satisfactory.

A log of all active and completed work orders will be maintained by Facilities Operations and forwarded to the Vice President/Chief Operating Officer on a bi-weekly basis.

A comprehensive list of all completed Work Order projects and Construction in Progress (CIP) will be submitted to Business Services and The Associate Vice President for Financial Planning at the close of fiscal year for capitalization and/or roll to the next fiscal year.

**Renewal & Replacement – Fund 01 Org 12385 (R&R)**
Renewal and Replacement, Capitalized Renewal and Replacement, Capital Improvements, and Capital Additions may also be considered R&R accounts. These projects are prioritized and approved annually by the Executive Council. Cost accounting is as per Fund 925, previously described. All approved R&R work orders will have funds transferred to Fund 925 Org 12385 via journal voucher.

Work orders for renewal and replacement, capital renewal and replacement, capital improvements, or capital additions that have been reviewed and approved by the Director of Facilities Operations
as authorized charges against this account will be processed by Facilities Operations and assigned an activity code to identify the project.

A log of all active and completed R&R work orders will be maintained by Facilities Operations and forwarded to the Deputy Chief Operating Officer, Senior VP for Financial Affairs Chief Financial Officer, Assistant VP – Business & Retail Operations on a monthly basis.

**Department Accounts - Fund 01:**
If work is to be charged against a Departmental account, the accounting details must be provided with the work order as well as the signatures of the authorized Department Dean/Vice President and appropriate approvals as previously detailed in the Fund 925 discussion. Funds will be transferred via journal voucher to Fund 925 Org 12385 with assigned activity code to identify the specific project.

**Other Accounts:**
This account is generally used for large projects financed through sources other than Fund 01 or Contracts and Grants. These can include Bonds, Gifts, etc. The Associate Vice President for Financial Planning will issue indexes and identify special funds for work orders for these projects. The work will be charged directly to the account number assigned by Financial Affairs and identified by the activity code. Funds will not be transferred to the 925 fund.

**Restricted Accounts (Grants and Contracts)**
Facilities Operations will prepare a cost estimate and forward the work order to the Principal Investigator for approval of costs and authorization to proceed with the project.

When a work order is received by Facilities Operations that is to be charged against a restricted (grant or contract) account number, this account number must be shown on the work order as well as the signature of the Principal Investigator who is responsible for this account.

All work orders associated with Contracts and Grants must also be approved by the Office of Sponsored Programs.

The work order tracking number will be used to identify the project (shown on the top right corner on the work order form.) An activity code will be assigned by the Project Administrator. Project Administrator will submit journal voucher to transfer monies to Fund 925 Org 12385 with assigned activity code to identify the specific project.

In some cases, where supplies or parts are already on hand and are necessary to complete jobs, they may be transferred via journal voucher, as usual, charging the activity code and identified with the work order tracking number.

If labor charges may be incurred against the restricted account, the Grants accounting office will so indicate on the work order prior to returning it to Facilities Operations.
FACILITIES OPERATIONS INTERNAL USE
WORK ORDER TRACKING PROCEDURES
Revised May 12, 2014
1. Work Requested to Facilities Operations on Work Order Form
   A. Building Name – Location# - (Be specific) 3 alpha/3 numeric
   B. Requested Work in Detail
   C. Dean/Vice President Signature – Required prior to submitting
   D. Executive Vice President Signature - Required prior to submitting

2. Facilities Operations Date Stamps When Received
   A. Assign work order # - Location: (Office Shared Files on ‘Server’ (G:) Work Order Number Assignment.
      Record work order on log - Location: (Office Shared Files on ‘Server’ (G:) Work Order Related. (Update log comments with current work order status)

      1. Project Administrator to ensure all work orders have appropriate signatures (Requesting Department Dean/Vice President and Executive Vice President)

      2. Forwards to Director and VP for Facilities Operations to review.

      3. Upon review – Send to Associate Director, Facilities Operations for Project Coordinator assignment.

   B. Project Coordinator is Assigned – Coordinates ALL quotations & work on Work Order.

      1. Project Coordinator – Estimates are collected from all trades & combined.
         a. Returns Estimate sheet with Cost Proposal Form and all vendor quotes to Project Administrator.

3. Project Administrator Returns Work Order to Initiator with Cost Proposal Form

   1. Add Facilities Labor, Internal Materials and Outside Services cost to Work Order form in the “Authorization to Proceed with Charges” box.
   2. Send to Director of Facilities Operations for approval.
   3. Send to Vice President for Facilities Operations for approval.
   4. Send to Initiator (Copy of Work Order and Cost Proposal Form ONLY).
   5. The following is required from Initiator on Approved Work Order Form:
Proper Signatures – Required to Proceed.

a. If total project cost is under $500.00 – Only Department Dean/Vice President signature is required.
b. If total project cost exceeds $500.00 – Department Vice President and CFO or COO signature is required and approvals as noted in Section 4.
c. If total project cost exceeds $50,000.00, approval from the President is required.

4. Approval to Proceed

A. Authorization to Proceed with Charges – Proper Signatures

NOTE: All work orders over $500.00 require the following approval:
Non-Academic and Academic work orders – Executive VP/COO

**In the absence of the Executive VP/COO (Dr. Dwayne McCay), the Deputy COO (Dr. Donn Miller-Kermani) is authorized to sign.

B. Banner – Index/Account Code Identified
C. Activity codes are created (based on fiscal year approved in and work order#)
D. A journal voucher is completed by Project Administrator to debit funds from the account that was assigned to the approval letter and credit Fund 925 Org 12385.
E. Project Coordinator is informed of Approval to Proceed.
F. Project Coordinator then will Schedule Work.

(Under no circumstances shall work proceed without the signature of either Dr. Dwayne McCay, Executive Vice President and Chief Operating Officer or Dr. Donn Miller-Kermani, Deputy Chief Operating Officer).

G. Project Administrator, for tracking purposes of the work orders; will create an Expenditure sheet which is located on the server (Project Expenditures).

Change Orders: In some cases if initiator wants to add additional work to the original work order a Change Order is done, which is located on the server. (Change Order Approval 06_25_2013) Procedures for signature approval are followed.

5. Completion

1. Make sure all expenditures have been paid by matching recorded expenses to what is charged in banner.
2. Project coordinator to sign off on completed work/expenditures prior to follow-up letter being sent
3. Follow-up Letter to be sent to initiator.
   Completion Satisfactory
   Comments – Positive & Negative
4. Notify Facilities Operations draftsperson of completed changes to buildings for space database/drawings to be updated. cc: Cheryl LeBlanc.
5. Once everything is completed, transfer Work Order to Completed Section of Work Order Log pending all charges being cleared and labor identified.

6. Completion Report

1. Copy of closed work order log needs to be submitted quarterly to the following:
   a. Controller’s Office
   b. Senior Vice President for Financial Affairs Chief Financial Officer

NOTE: Labor is only charged on FIT Aviation & Grants.

Send networking jobs to Eric Kledzik (Information Technology for estimating, costs to be included in quotation from Facilities Operations).

Moving expenses are to be included in quotation.

Furniture has no added contingency.

6.5% sales tax is charged to all FIT Aviation work orders.

Purchase requisition required for purchases over $1,499.
Approval required for VISA purchases over $1,499.
Who Pays?

Responsibility for Costs

Facilities Operations Maintenance & Operations Versus Other Sources of Funds

Revised June 16, 2008
Who Pays?
Responsibility for Costs
Facilities Operations Maintenance & Operations Versus Other Sources of Funds

Information is provided below to give general guidance on work funded by Facilities Operations and work that is funded by other sources. This list is by no means to be considered all inclusive, rather it is intended to provide examples of work and how it is typically funded.

For additional information or clarification, please contact the Facilities Operations Office at (321) 674-8038 or email facilities@fit.edu.

Cleaning
Facilities Operations funds:
- Routine custodial services to academic buildings.
Other funds:
- Cleaning services for some after-hours special events

Pest Control
Facilities Operations funds

Carpentry
Facilities Operations funds routine maintenance and repair of:
- Classroom chairs and desks
- Broken glass in windows or doors
- Stair treads or handrails
- Sheetrock and dry wall (excluding vandalism)
- Baseboards, molding, or carpet (tacking or gluing)
- Missing or damaged ceiling tiles
- Bathroom furnishings and ceramic tiles
- Dispensers of paper towels, toilet paper, or hand soap
- Built-in chalkboards/whiteboards
- Door frames or jammed doors (see Key Shop for locking mechanism repair)
- Projection screen repairs in classrooms
- Broken or cracked concrete
- Gutters and air conditioning drain pans for all campus buildings
- Air conditioning ducts and flashing for roofs
- Exhaust fans on roofs and building flashing
- Gutters and downspouts
Other funds:
- Building bookcases, bulletin boards, cabinets, counter tops, and shelves (built-in or portable)
- Repairing office furniture (chairs, desks, desk drawers), staining or refinishing desktops, repairing broken desktop glass
- Replacement of Window blinds
- Pouring of new concrete
- Projection screen replacement or new installation
- Roof replacement
- New construction, renovations, office furnishings, or carpet
- Signs for room numbers
- Desk nameplates and department identification signs

**Electrical**
Facilities Operations funds:
- Unscheduled/emergency repairs and regular scheduled preventive maintenance to all electrical systems and elevators.
- Lamp (bulb) and ballast replacement
- Campus exterior lighting
- Campus high voltage systems and main distribution systems, including underground network electrical loops, G&W gas switches, transformer vaults, transformers and secondary electrical feeders, circuit breaker panels, electric motors, and motor controllers
- Electrical wiring
- Receptacles, switches, exhaust hoods, and conduit systems
- Elevators

Other funds:
- Renovation and new construction of the above systems
- Installation of new connections for departmental equipment

**Transportation**
Facilities Operations funds:
- Normal and preventive maintenance of all vehicles, equipment, and Golf Carts except those assigned to other Departments.

Other funds:
- Gas, oil, and repairs for University vehicles owned by or assigned to the Department

**Grounds**
Facilities Operations funds:
- Normal grounds maintenance campus-wide, including exterior pest
- Collecting and hauling trash from residence halls, including old mattresses, pallets, and broken furniture
- Set-up of tables, chairs, and stage for commencement and other special events and returning same to storage

Other funds:
- Excavation for new or damaged underground utility lines to include: steam, electric, sewer, gas, chilled water, and telephone
- Setup and cleanup from special events if overtime is required
- Major new installations or renovations

**Locksmith**
Facilities Operations funds:
- Routine maintenance of locks, door-opening mechanisms, panic hardware, and card readers
- Routine maintenance of door checks, door stops, and hinges
- Emergency call-outs for repair (NOT for lock-outs or rekeying)

Other funds:
- Cutting of extra door keys
- Desk or file cabinet keys or locks
- Repairs to office areas other than routine maintenance
- Replacement of unbroken hardware with a different type of hardware
- Emergency call-outs for lock-outs and rekeying
- Rekeying of offices, files, desks
- Re-keying of offices, files, desks when keys are lost
- Replacing touchpad locks that have failed due to tampering or vandalism

**Painting**

Facilities Operations funds:
- Routine maintenance painting in all areas on an as-needed basis
- Pressure washing of building exterior
- Pressure washing of walkways
- Annual painting of residence halls rooms

Other funds:
- Painting in areas associated with renovation work
- Painting for color change prior to scheduled painting
- Refinishing furniture
- Painting, sanding, taping in new construction/renovations
- Painting building exterior

**Plumbing**

Facilities Services funds:
- Routine maintenance, preventive maintenance, emergency repairs on all campus buildings for:
  - Sinks, toilets, urinals
  - Sewer lines; water lines; vacuum and air lines; gas lines
  - Sump pumps, hot water circulating pumps
  - Water heaters
  - Air conditioning drains

Other funds:
- Renovation or new construction of above systems
- Specialized piping and equipment for laboratories and food services

**Recycling**

Facilities Operations funds:
- Daily pickup of recyclable material
- Transport of materials to appropriate recycling stations
- Daily pick-up and hauling of Recycling from all residence halls, food service areas, and other auxiliary enterprises
- Blue containers for collection of recyclables

Other funds:
- Special pick-ups of recyclable material and confidential materials

**Refuse**

Facilities Operations funds:
- Collection and disposal of non-recyclable waste items
- Cleaning campus refuse sites and providing odor control when necessary

Other funds:
- Providing dumpsters for construction projects and office moves.

**Building Systems**

Facilities Operations funds:
- Maintenance and repair of mechanical systems in all campus buildings. Window units, direct expansion (DX or package) systems, water coolers, refrigeration equipment, chilled water units and the central plant system. Maintenance and repair of controls for heating, ventilation, and air conditioning systems in all campus buildings.
- Unscheduled/emergency repairs and regular preventive maintenance for:
  - Chilled water lines
  - Air handlers
  - Chilled water pumps, heating hot water pumps, outside sump pumps, fire pumps, condensate pumps
  - Boilers, Chillers, Cooling towers
  - Operates and maintains the central chilled water plant
  - Heating, ventilation, and air conditioning (HVAC) Routine, preventive, and unscheduled/emergency maintenance of air conditioners (window units and DX units)
  - Maintenance of built-in drinking fountains
  - Thermostat calibration
  - Pneumatic, electronic, and digital controls

Other funds:
- Renovation or new installation of above systems
- Refrigerators (portable and laboratory)
- Freezers and walk-in coolers
- Fans (portable or pedestal)
- Laboratory equipment
- Departmental/lab furniture and equipment repairs and replacements
Approval Documents Used in Processing Work Order Projects
Revised August 12, 2013
## COST PROPOSAL FORM

**Work Order**: 0  
**Work Location**: 0  
**Date**: January 0, 1900  

### Scope of Work

<table>
<thead>
<tr>
<th>Item#</th>
<th>Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>DEMOLITION (ACM WALLS, FLOORING, MEP)</td>
<td>$ -</td>
</tr>
<tr>
<td>B</td>
<td>CARPENTRY</td>
<td>$ -</td>
</tr>
<tr>
<td>C</td>
<td>PAINT</td>
<td>$ -</td>
</tr>
<tr>
<td>D</td>
<td>LOCKS</td>
<td>$ -</td>
</tr>
<tr>
<td>E</td>
<td>ELECTRICAL</td>
<td>$ -</td>
</tr>
<tr>
<td>F</td>
<td>HVAC</td>
<td>$ -</td>
</tr>
<tr>
<td>G</td>
<td>PLUMBING</td>
<td>$ -</td>
</tr>
<tr>
<td>H</td>
<td>DATA/PHONES (provided by Telecom Dept)</td>
<td>$ -</td>
</tr>
<tr>
<td>I</td>
<td>EQUIPMENT/FURNISHING</td>
<td>$ -</td>
</tr>
<tr>
<td>J</td>
<td>LANDSCAPING</td>
<td>$ -</td>
</tr>
<tr>
<td>K</td>
<td>FIRE ALARM /SPRINKLER SYSTEM</td>
<td>$ -</td>
</tr>
<tr>
<td>L</td>
<td>WELDING</td>
<td>$ -</td>
</tr>
<tr>
<td>M</td>
<td>OUTSIDE SUBCONTRACTORS/VENDORS</td>
<td>$ -</td>
</tr>
<tr>
<td>N</td>
<td>OTHER</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**SUBTOTAL**: $ -  

**Project Contingency - 10%**: $ -  

**TOTAL PROJECT COST**: $ -
Florida Institute of Technology

CHANGE ORDER #

AUTHORIZATION TO PROCEED WITH CHARGES

Change Order Authorization for Work Order #

<table>
<thead>
<tr>
<th>ORIGINAL PROJECT COST:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order # 1:</td>
<td>$</td>
</tr>
<tr>
<td>REVISED TOTAL PROJECT COST:</td>
<td>$</td>
</tr>
</tbody>
</table>

CHECK ONE:

[ ] "PROCEED’ with INDEX below
[ ] Place in "PENDING" file, Awaiting Funding
[ ] "CANCEL” Work Order

|----|-------|------|------|------------|-------|---------------|

<table>
<thead>
<tr>
<th>DATE OUT</th>
<th>PRINTED NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Facilities Operations</td>
<td>John Milbourne</td>
<td>[Signature]</td>
<td>[Date]</td>
</tr>
<tr>
<td>Vice President Facilities</td>
<td>Gregory Tsark</td>
<td>[Signature]</td>
<td>[Date]</td>
</tr>
<tr>
<td>Requesting Dean/VP</td>
<td>[Signature]</td>
<td>[Date]</td>
<td></td>
</tr>
<tr>
<td>Research Office (if grant funded)</td>
<td>[Signature]</td>
<td>[Date]</td>
<td></td>
</tr>
<tr>
<td>CFO or COO (if over $500)</td>
<td>[Signature]</td>
<td>[Date]</td>
<td></td>
</tr>
<tr>
<td>President (if over $50,000)</td>
<td>[Signature]</td>
<td>[Date]</td>
<td></td>
</tr>
</tbody>
</table>

Date to Proceed _______________________
Terri Lange

Subject: Cancellation of Work Order #

Please review the attached copy of work order # . It has been out for approval for over 6 months and we would like to have either approval to proceed or notice to cancel the work order. If you would like to proceed, the estimate may need to be revised to reflect current pricing. Or if you choose, we will place the work order in pending for up to one fiscal year.

If you do not return this form by , we will cancel the work order. If you have any questions, please contact me at ext. 8038. Thank you for your prompt reply.

Terri Lange
Project Administrator, Facilities Operations
Florida Institute of Technology
Phone: (321) 674-8038
Fax: (321) 674-7257
tlange@fit.edu

Florida Institute of Technology
Terri Lange

Subject: Facilities Work Order Follow-Up

The attached Work Order #____ to _________ was completed on ________, 2013. All expenditures for this project have been paid. A journal voucher has been entered to debit index ______ for $______.00.

If everything has been completed to your satisfaction, I will close out this work order. We would be glad to hear comments regarding the work performed. Please reply to this email with any comments to complete the close out.

If you have any questions, please feel free to contact me at ext. 8038.

Thank you.

Terri Lange
Project Administrator, Facilities Operations
Florida Institute of Technology
Phone: (321) 674-8038
Fax: (321) 674-7257
tlange@fit.edu

Florida Institute of Technology
High Tech with a Human Touch

Studies show trees live longer when they're not cut down.
Please do not print this email unless you really need to.
From: Angela A. Taylor
Sent: Monday, July 29, 2013 11:38 AM
To: Terri Lange
Subject: RE: Facilities Work Order Follow-Up

Terri,

This work may be closed.

Thank you to Jack Turnowski and everyone else involved in this project. The new counters have given our service desk the face lift it needed.

Thanks,
Angela

-----Original Message-----
From: Terri Lange
Sent: Monday, July 29, 2013 11:33 AM
To: Angela A. Taylor
Cc: Cheryl LeBlanc; Terri Lange
Subject: Facilities Work Order Follow-Up

The attached Work Order # 1586 to re-laminate existing countertops was completed on May 28, 2013. All expenditures for this project have been paid. A journal voucher has been entered to debit index BOOK for $ 963.00.

If everything has been completed to your satisfaction, I will close out this work order. We would be glad to hear comments regarding the work performed. Please reply to this email with any comments to complete the close out.

If you have any questions, please feel free to contact me at ext. 8038.

Thank you.

Terri Lange
Project Administrator, Facilities Operations Florida Institute of Technology
Phone: (321) 674-8038
Fax: (321) 674-7257
tlange@fit.edu

-----Original Message-----
From: scanner@it.fit.edu [mailto:scanner@it.fit.edu]
Sent: Monday, July 29, 2013 11:29 AM
To: Terri Lange