

**WORK ORDER
PROCESS**

ALL WORK ORDERS SHOULD BE SENT TO AUXILIARY SERVICES BY EMAIL ONLY



CITY COLLEGES of CHICAGO
Malcolm X

Check any box(es) below pertinent and complete all sections to the right. Do not use this form for preventative maintenance or standard cleaning address. Please connect with Safety and Security related to any building emergency immediately.

WORK ORDER OVERVIEW

- Furniture assembly, dismantle, repair, and deep cleaning
- Deep cleaning outside standard address for any area
- Repair/service – building matters
- Extermination – internal/external
- Heating/cooling

Engineering

Check service concern

- Windows/walls
- Locks
- Fixture installs
- Cabinets
- Roof leaks
- Mirrors
- Ceiling/carpet tile replacements
- Picture/corkboard installs
- Doors
- Sinks
- Toilets
- Showers
- Water/valves
- Ladders (12 and 18 foot)
- Assembly/dismantles
- Ventilation matters
- Valve matters
- Temperature controls
- Appliances (CCC Assets)
- Fire extinguishers
- Lighting controls
- Smoke detectors
- Power outages
- Circuit breakers (with location detail reported)
- Extermination

Janitorial Services

Check service concern

- Graffiti removal
- Moving assistance
- Flooding address
- Rug, carpet, fabric wall, and chair cleaning
- Specialized disinfection cleaning/consultation
- Recycle project assistance
- Construction cleaning (requires an initial contractor cleaning)
- Duties as assigned outside normal cleaning expectations

Building emergencies – 24-hour

Safety and Security Dispatch

- Emergency Call Push Button units located in garage and internal/external areas – no work order required; use immediately
- From campus office line: dial 5-7168
- From external line: dial (312) 850-7168

Building emergencies

Auxiliary Services Inquires

- **Telephone (773) 709 – 7094 - 9-5pm**
- **Text (773) 709 – 7094 - 24 hours**
- **Email jholloway@ccc.edu and gwalker12@ccc.edu 24 hours**

WORK ORDER	
<p style="text-align: center; font-size: small;">Work Orders must be submitted electronically to Auxiliary Services (jholloway@ccc.edu and gwalker12@ccc.edu). Do not send form to Engineering or Janitorial employees as the result could delay service approval and/or surge duplicate responses. Additionally, this form is not for key requests.</p>	
Requester Processing	Service Request Processing
Submission date:	Dean (or department designee)/Date:
Service request date required:	Auxiliary Services Director/Building Manager/Date:
Requester name:	Chief or Assistant Chief Engineer/Date:
Department:	Work Order Completion Report
Diagram Attached: Yes No	Department assigned: Engineering Janitorial
Window location(s) if applicable:	Employee completion signature/date:
Space location(s) if applicable:	Service employee comment (for internal purposes only):
Cabinet(s) if applicable:	
<p style="margin: 0;">Detail in writing below your work order (ensure space(s) referenced).</p> <p style="margin: 0;">Check off as necessary at left column for additional clarity.</p> <p style="margin: 0;">Do not use this form for standard building address and/or emergencies.</p> <p style="margin: 0;">Your health and safety are always our top priorities.</p>	