

# Work Order (WO) Examples

## Example #1

01 complete

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WO Number: 38117921 Version 3.6  
Req Number: SR828834  
Description: JGB: 6.214 WRR / WATER LEAK - TOILET IN ADA STALL

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Requestor: NGO\_KATIE  
Alt Requestor:  
Non-available:  
Site: UTM UT MAIN CAMPUS  
Floor: 06  
Address: 2305 SPEEDWAY  
Type: TROUBLE  
Crew: 091  
Method:  
Assigned To: CAVANAUGH, TIMOTHY  
Scheduled To: CAVANAUGH, TIMOTHY  
Asset Class:  
Equipment:

CP Number:  
Building: 0950 JACKSON GEOLOGICAL SCIENCES  
Room: 6.214 PUBLIC RESTROOM - WOMEN  
AUSTIN 78712  
Status: SCHEDULED  
Priority: 3  
Craft:  
Est Hours: 0  
Start Date: 02-MAR-2020  
Due Date: 16-MAR-2020  
Sched. Date: 02-MAR-2020

Task List

ISSUE: WATER LEAK FROM TOILET IN THE ADA STALL.

SPACE: JGB: 6.214 PUBLIC RESTROOM - WOMEN

ARE YOU ABLE TO WORK? YES

DO WE NEED TO CALL IN ADVANCE TO ENSURE THE TECHNICIAN WILL HAVE ACCESS TO AREA? NO

BEST PERSON AND NUMBER FOR TECHNICIAN TO CONTACT: KATIE NGO AT 512-471-6048

3-4 - inspected job. need to return with Toto handle.  
installed handle repair kit.

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# Work Order (WO) Examples

## Example #2

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WO Number: 38120449
Req Number: SR829890
Description: *FLOODING
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Requestor: HUDDLESTON_RICHARD_EARL 512-232-1985 4500011 PP-BUILDING MAINT
Alt Requestor:
Non-available:
Site: UTM UT MAIN CAMPUS Building: 0465 CP Number: PHARMACY BUILDING
Floor: Room:
Address: 2409 UNIVERSITY AVE AUSTIN 78712
Type: TROUBLE Status: OPEN Priority: 1
Crew: 091 Craft: Est Hours: 2.7
Method: IN HOUSE
Assigned To: MAREZ, MANUEL Start Date: 09-MAR-2020 Due Date: 10-MAR-2020
Asset Class: Sched. Date: 09-MAR-2020
Equipment:
```

Task List

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