



Facilities Operations

Policy 1004 Work Order Re-Opening of Closed Status

Responsible Office	Office of Facilities	Originally Issued	4/30/18
Responsible Official	Lead Administrator	Revision Date	4/30/18

Scope

This document applies to work orders generated through the FAMIS system used within Facilities Operations.

Policy Statement

Work orders that have the status of “closed” may be re-opened only by the supervisor or manager directly involved in the respective work order or by the Facilities Business Office. Secondly, labor and/or material purchases may only be charged to “re-opened” work orders by the supervisor or manager directly involved in the respective work order or by the Facilities Business Office.

Reason for the Policy

In most cases, work orders within the FAMIS system become the basis for charges/billings to Yale departments, units or schools outside of Facilities Operations. This policy helps to ensure work orders contain the appropriate level of labor hours and/or material purchases and ultimately reflect accurate billings for the scope of work performed for the respective department, unit or school.

Definitions

Not applicable

Special Situations/Exceptions

Unique situations may occur where the Facilities Procurement Office may need to re-open work orders. This is permissible only when authorized by the Facilities Operations supervisor or manager directly involved in the respective work order or by the Facilities Business Office.

This policy does not apply to work orders that are generated for internal or administrative use within Facilities Operations (i.e., work orders that do not result in charges/billings to Yale departments, units, or schools outside of Facilities Operations).

Roles and Responsibilities

Not applicable

Related Information

Not applicable

Contact Information

Facilities Business Office

Revision History

Originally Issued – 4/30/18

Revision Date – 4/30/18

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