

HOBBS MUNICIPAL SCHOOLS
MAINTENANCE DEPARTMENT & WAREHOUSE

2200 E. Sanger, Hobbs, NM 88240
Phone: 575/433-1728 Fax: 575/433-1732
Email Address: ramosk@hobbsschools.net or
arnoldt@hobbsschools.net Website: Hobbsschools.net

**SCHOOLDUDE {MaintenanceDirect}
WORK ORDER PROCESS**

- Step 1: Need is determined by school staff**
 - Step 2: Requester or Site Administrator enters work order on Maintenance Direct**
 - Step 3: Work order is routed to principal (or final Site Administrator, as defined)**
 - Step 4: Work order is then routed to Maintenance personnel Tiah Arnold**
 - Step 5: Tiah prints daily report, entitled "To be Assigned"**
 - Step 6: Kibby determines assignment**
 - Step 7: Tiah assigns the work orders on Maintenance Direct, then batch prints assigned work orders**
 - Step 8: Assigned work orders are given to technicians daily**
 - a) If work order is to be contracted out, Tiah emails it to the appropriate contractor**
 - Step 9: When work order is completed, technician fills out labor and purchase information**
 - Step 10: Technician turns completed work orders in to Tiah/Katelyn**
 - Step 11: Tiah/Katelyn enters labor and purchases, and "completes" work order**
 - a) After contractor has completed work order and invoice is received, Tiah/Katelyn enters contract labor information on Maintenance Direct**
 - Step 12: Katelyn closes all completed/billed work orders**
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