

GM WORK ORDER PRIORITY SYSTEM

Updated 1/14

	<u>Response time</u>	<u>Description</u>
Emergency	- Immediate -	An Occurrence that has an immediate impact on facilities operation or poses an immediate safety or health risk.
#1 Priority	- 1 Week -	An Occurrence that doesn't have an immediate safety threat or impact on a Facility operation, but could if not addressed in a relatively short term.
#2 Priority	- 4 Weeks -	Work that is required to be done, materials have to be ordered and responded to when time allows depending on projects at #1 priorities.
#3 Priority	- 60 Days -	Work that is really not necessary, but is requested as a change to an appearance or an addition to. This work will only get done if all #1 and #2 Priorities are completed.

All Work Orders are Investigated within a Two Week Period