Instructions for Plant Operations work orders:

If you need the assistance of Plant Ops:

1. Open and fill out the Plant Operations Work Request Form.
2. Save it to your hard drive or network share, including your initials and the date in the new file name (eg, PlantOpsReqForm-js-04182011).
3. Fill out all the fields, providing as many specific details about exactly where and when you need work done, and any requirements you have about the finished product. Please don't submit generic requests as Plant Ops can't read your mind, may do the wrong thing, and you'll end up wasting time for many people.
4. Send an email to the department director (whomever has signature authority for the budget/account to which you wish to charge the work), and attach the request form. Ask them to approve the work.

Department Director:

5. When you receive a request from one of your staff for work from Plant Ops, review the attached request form to make sure (a) it is filled out completely, (b) you are ok with the work requested, and (c) you have sufficient funds for the work.
6. If you approve the work order, please forward the email *with attached Plant Operations Work Request Form* to its-requests@humboldt.edu to indicate your approval in the text of the email. *Also cc: the original requester so they know you have approved the request and sent it on for processing.*

Once the work order has been submitted to Plant Ops, both the requestor and the approver will receive an email providing specifics about what has been arranged.