

**CONTRACTOR REQUEST
OPERATIONS**

Effective date: 04/82
Revision date : 04/10
Review date : 08/12

Policy:

To provide guidelines for requesting contract labor support.

Procedure:

**I. GUIDELINES FOR REQUESTING SERVICES UNDER CONTRACT BY
BLANKET PURCHASE ORDER**

- A. Supervisor will submit a "Request for Contract Work" to Maintenance Control (see attached form). The request must include an estimate of the cost, a valid work order number, and signature/approval by supervisor and Physical Plant Administration.
- B. Maintenance Control will enter the request into the computerized work order system, assign a number, and forward on for processing.
- C. Maintenance Control will contact contractor to request their services and return the green copy to originator letting the supervisor know that the contractor has been notified.

II. MONITORING CONTRACTOR ACTIVITY

- A. The Contractor must sign a service ticket for each day of work for each work order.
- B. The responsible supervisor will observe the progress of the contractor, sign each service ticket, and report deviations from acceptable standards to the Facility Maintenance Manager.

III. CONTRACT SERVICE COMPLETION

- A. When the job is complete and invoice received, Maintenance Control will forward a copy of the contract request to the supervisor who will inspect the job and if satisfactory, will sign and date the request and return to the Maintenance Control Account Clerk.
- B. The Account Clerk will validate the invoice with the daily service tickets, verify that work was inspected and approved by supervisor, and process the invoice for payment.