



MD-0004 Duplicate Work Orders

Under ***no circumstances*** are any School Dude users to submit multiple/duplicate work order requests for the same problem or issue.

Submitting duplicate work orders does not affect the prioritization of the work order. In fact, it may delay the assigning of the work order. Duplicate work orders affect our overall data resulting in less efficiencies as we address staffing and resource needs.

If a submitted work order has not been completed or addressed within 60 days, contact your Facility Coordinator, who will review the priority of the work to be done. The Facility Coordinator will coordinate with the appropriate maintenance shop to address the issue.

If a work order has been completed or closed, but the problem has not been resolved, contact your Facility Coordinator.