



MD-0019 Administrative work order statuses

To preserve data quality and historic records, work orders with the following statuses are not to be altered in any way, for any reason, unless it is by a Master Foreman, Lead Foreman, Coordinator or Administrator. These statuses are for administrative use only:

Closed

Declined

Deferred

Void

Forwarded

Once a work order has one of these statuses, the work order should not be used for any work after the date of that status change. If necessary, a new work order will have to be created.

If you are assigned a work order that you believe should have any of these statuses, please contact your supervisor to make that change for you.