



MD-0021 *Closed Work Orders*

Once a work order has been completed by a technician, it is the responsibility of the respective shop's supervisor (lead grade 19 and above, administrative staff **or** staff designated in writing by the master foreman) to review and verify all required fields have been filled out properly, prior to changing the status to "closed." Only the listed supervisors are authorized to use the closed status. Once a work order is closed, it is not to be used again or changed from this status by anyone other than the above listed staff. ***Work orders must be reviewed and closed within 30 days of the completion date.***

Required fields prior to closing:

- Location, Area and Area Number
- Assigned to *****see MD-0010***
- Purpose, Budget, Project (if applicable), Classification, Type, Craft and Maintenance Shop.
- Action taken, labor transaction and purchase transaction

If no materials are used, it is to be noted in the action taken. Material transactions for "no materials used" or a \$0 transaction will not be accepted, only items with a cost associated are permitted. *****see MD-0002***