

Priorities of Work Orders

Work orders are treated as one of three priorities: Emergency, Rush, and Routine Maintenance.

Emergency

Emergencies are situations which pose an immediate threat to personal health or safety, or major damage to buildings, equipment, or other property. The Service Center handles emergencies immediately.

Rush

Rush work orders are urgent situations which pose a threat (non-immediate) of equipment damage, loss of research, or a serious disruption of University operations. Whenever possible, rush work orders are handled on the day they are received.

Routine Maintenance/Preventative Maintenance (PM)

Routine and Preventive Maintenance work orders are issued to maintain equipment in a serviceable condition. A computerized preventive maintenance program produces more than 10,000 work orders per year. Work orders are for scheduled inspections, service, and replacement of equipment.

Service Center

Ph (813) 974-2845 | Fax (813) 974-3199 | FM-ServiceCenter@usf.edu | Located in OPM 100