



Superintendent's Circular

NUMBER:
FMT-02
Version 01

WORK ORDER REQUESTS

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

All work requests are to be submitted through Asset Essentials. The following procedures are to be followed when originating work requests.

ASSET ESSENTIALS

You will be able to login through your Google App launcher, which is the icon at the top of your Gmail (3 by 3 box.) Scroll down until you see the "SchoolDude - Asset Essentials" icon.

REQUEST FORMAT

Each request begins by selecting the school from the drop-down menu. Please provide a detailed description of the work needed, including the floor, room number, and room name (if there is one). Please note the system will automatically collect your email address for return messages.

EMERGENCIES

Call emergencies into the Planning and Engineering Office immediately at 617-635-8300 or 617-635-9135. You may also call the appropriate Planning and Engineering supervisor to report

any emergency. After calling in the emergency, enter the emergency Work Order Request into the system by the end of the day, indicating that it was an emergency, and the request is a confirming order.

EXTERNAL FUNDS

If the costs are to be charged to an external funding source, indicate in the request to what account the costs should be charged. Refer to Superintendent's Circular — External Funding of Renovations to School Buildings and Yards.

STATUS OF WORK ORDER REQUESTS

Once a Work Order Request has been submitted for initial review, you will be able to view the status and actions taken by Planning and Engineering staff on the initial request.

Status codes are as follows:

- **In Progress** - We have decided to move forward with obtaining an estimate from a contractor. Once we have obtained an estimate from a contractor, we will assess and make a final decision.
- **On Hold** - The decision has been made to put this on hold for right now. You will be able to view the status and actions taken by Planning and Engineering staff on the initial request. There will be a detailed note explaining this decision.
- **Denied** - The decision has been made to not proceed with this work order. You will be able to view the status and actions taken by Planning and Engineering staff on the

initial request. There will be a detailed note explaining this decision.

- **Capital Project** - This has been deemed to be a capital project and so it has been forwarded to the Capital Project team.
- **Completed** - Once a supervisor has provided estimated costs, contractors to complete the work, and estimated completion date, and a final decision has been rendered, you will be able to review the status and actions taken by Planning and Engineering staff.
- ▶ Please note that, for most approved work orders, you generally will not receive a note. If your request is put *On Hold, Denied, or Capital Project*, you will generally receive a note explaining the reason for the decision.

SUBDIVISION OF CLASSROOMS/CHANGE IN OCCUPANCY/REQUEST FOR SUBDIVISION OF CLASSROOMS FOR OFFICE SPACE

Requests for subdivision for expanding classroom space must:

- be submitted on the attached Request for Space Modification Form (Attachment A) with location and purpose.
- be approved by the director of Student Assignment and director of Facilities Management.
- meet building codes for safety.

Partitioning of non-educational spaces such as cafeterias, gymnasiums, or corridors is prohibited.

**► PLEASE NOTE, ALL APPROVALS ARE SUBJECT TO THE
AVAILABILITY OF FUNDING**

For more information about this circular, contact:

Owner:	Executive Director of Facilities
Department:	Facilities Management
Mailing Address:	1216 Dorchester Avenue, Boston, MA 02125
Phone:	617-635-9170
Fax:	617-635-9252
Email:	Operations-Department-Heads@bostonpublicschools.org

Mary Skipper, Superintendent

ATTACHMENT A

REQUEST FOR SPACE MODIFICATION

Request for any programmatic plan that changes existing space in a school building must be done in writing. Please complete the Request Form below and submit to the director of the Student Assignment Unit.

A. Request:

School: _____ Date:

Detail of Space Modification:

Rationale for Modification:

Source of Funding:

☐ Requested from Facilities Management

☐ School Funds Available

☐ Grant Funds Available

Principal/Head of School signature:

B. Approval / Non-Approval:

Director of Student Assignment:

- ☐ Approved / supports enrollment capacity needs.
- ☐ Not approved / negatively impacts enrollment capacity needs.
- ☐ No impact on enrollment capacity needs / move to Facilities Management for decision.

Signature: _____ Date:

Director of Facilities Management:

- ☐ Approved / supports enrollment capacity needs. Funding will be allocated.
- ☐ Approved / no impact on enrollment and funding identified by principal/head of school.
- ☐ Not approved / no funding available.
- ☐ Not approved / building code violation.

Signature: _____ Date:

Upon final decision regarding Approval / Non-Approval, a copy of same will be forwarded to the principal/head of school initiating the request for space modification.