

One person, designated by the Principal/Administrator at each site is responsible for entering Maintenance Work Orders into the Webworks system. Operations will assign a user ID and password. If this gets lost, please contact the Operations Secretary or General Foreman to assign a new one.

NOTE: *Due to the possibility of disturbing asbestos in the walls, no unauthorized personnel are to attach anything to walls within SD8 facilities.*

Please be specific. Create one work order per trade/type of work and one work order per type of task. Examples:

- Labourer - (moving boxes, requesting chairs/tables would be two work orders)
(moving boxes and removing filing cabinets could be on one work order)
- Carpentry - (hanging pictures and building a shelf would be two work orders)
(hanging pictures and moving a bulletin board could be on one work order)
- Plumbing/HVAC - (which toilet in particular is leaking?)
- Electrical
- Locksmith

Some Work Order requests will be billable to the school such as framing and installing whiteboards, water fountains with bottle fillers, new shelving and cupboards etc. In such cases, through a Work Order request, an estimate will be provided for authorization from Administration prior to commencing the work. Please include a G/L code for these Work Orders. The school will be invoiced by the Operations Department for materials and supplies when the work is completed.

1. Start Webworks from the SD8 Website under Staff/Webworks
2. Logon with the site assigned User ID and Password.
3. Click the New Work Request Icon on the bottom right of the left half of the screen to generate a new WO Number 
4. Type the details of the work request into the gray box beside the WO Number
5. Select a Priority - most will be 3-Regular. An Urgent Work Order would be something like a flood from an upstairs bathroom leaking into lower areas in which case please enter the work order AND contact the Operations Office/General Foreman by telephone.
6. The School Site will be populated when you login, do not change it.
7. Enter the Room where the work is to be completed. This can be a room number or text (Gym)
8. Enter a Target Date if this request is something like delivering chairs for a specific event. (put this information in the body of the request also and remember to include the pickup date as well)
9. VERY IMPORTANT: Enter a Contact and the phone number for the contact- (the name of the person for the worker to speak with to firm up details)
10. Please leave the Data Division as 1.1, Maintenance and Operations.
11. Click the Save icon at the bottom of the screen, Print the work order if that is your process.
12. An email will be generated for when/if the Work Order is Approved, Cancelled or Completed.

As a Requester, you do not have the ability to cancel or edit a Work Order. If you wish to cancel a Work Order please email the General Foreman at Foreman@sd8.bc.ca If you need to edit a Work Order (for example the number of chairs required has changed), email the General Foreman to cancel the original Work Order and create a new one with the correct information. Always reference the Work Order number when corresponding about work requests.