



PM and WO reminders:

- ✚ **Only close Monthly PMs or PMs not requiring an FCA Rank.**
Do not close any SRWOs you create or CorrWOs you complete -- these are still to be returned to WCC.
- ✚ **Return Annual PMs or any PM requiring an FCA Rank to WCC.**
- ✚ **If for whatever reason you attach a photo to a PM, regardless of the PM schedule, please return to WCC.**
- ✚ **For PMs -- List procedural steps in the "General Comments" box. Review the Procedure listed with the PM.**
- ✚ **For SRWOs and For CorrWOs – List what steps were taken to correct the problem, list Vendor Name and Technician if possible.**
- ✚ **If appropriate, remember to attach an "Asset" to the SRWO (if you do not find the exact item listed in the drop-down box, choose the best item that fits).**
- ✚ **When creating a SRWO, please be careful what "Type" you are selecting (please see examples below).**

**In the "TYPE:" field drop down box, anything starting with "PM" is for a Preventative Maintenance WO.
Please DO NOT USE these as a "TYPE" Choice!**



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■ indicates a required field

Request Details:

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Property: DSPN [Select](#) Floor:

Space:

Type: ■ Sub Type: ■

Priority:

Describe your Request:

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