

03.15 How to Complete Seasonal Site Opening/Closing Work Orders

Using the Logbook module and “My Requests” tab, navigate to the work order you want to open and right-click the ID number to open it in a new tab.

1

Create Inspection Find Inspection Run Report

■ indicates a required field

Property: DTSD WAYSIDE 01-04 COTTON... [Select](#) Floor: General

Space: General

Inspection Class: BHM Merrimac N & S OPENING Checklist ■ Inspection Type: Opening Checklist for Merrimac North & S ■

Inspector: Gracie Newton [Select](#) ■ Inspection Date: 1/5/2026 Time:

Occupant: Room/Area:

Request ID: 284098 Asset: [Select](#)

Item	Condition	Comments
DIRECTIONS: DO NOT MAKE ENTRIES HERE	N/A	<input type="text"/>
Instructions: 1 = Complete 2 = Not Complete 3 = N/A		
Remove "CLOSED" sign to front of restroom building.	N/A	<input type="text"/>
Remove "CLOSED" signs on the highway plaques.	N/A	<input type="text"/>
Remove snow fences around building.	N/A	<input type="text"/>
Recycling Receptacles: Replace any needed plaques and put out clean receptacles.	N/A	<input type="text"/>
Trash Receptacles: Ensure any needed containers needing to be repainted or replaced are done and put out clean receptacles.	N/A	<input type="text"/>
Check building and take inventory of needed repairs.	N/A	<input type="text"/>
Clean entire interior and sweep down exterior.	N/A	<input type="text"/>
Unlock building and open to the public.	N/A	<input type="text"/>
Additional Comments:	N/A	<input type="text"/>
General Comments:	<input type="text"/>	

2

3

Click OK to submit, RESET to reset page

[View Previous Inspections](#)

1. Once the work order is open, scroll down to “Inspection” and expand the section, or click “Create Inspection” at the top of the work order.
2. Once the Inspection/Opening Checklist is open, complete each line by clicking the radio button selection by choosing 1=Complete, 2=Not Complete, or 3=N/A. You can also make comments in the Comment area box.

3. Proceed through all items on the checklist, do not leave any blank. When you have completed the checklist, click OK to save your work.

The following screen will populate. An Inspection ID number has been assigned to the Inspection/Checklist.

You may choose to upload any attachments at this point. You will still have the option to upload any attachments later. When you are finished with this screen, you can “X” out of the tab.

Once the Inspection/Checklist is complete, you will need to complete the work order.

1. Under the “Update Request” section, go to the “General Comments” box. Type in a comment – it can be as simple as “Opening checklist has been completed.”
2. Change the “Assigned To:” field to Work Control Center.
 - A pop-up box will display; you can select “OK” or “cancel”.
3. Next, change the status to “Work Complete” and submit.

The screenshot shows the 'UPDATE REQUEST' form with the following fields and callouts:

- Callout 1:** Points to the 'General Comments' text area, which contains the text 'Opening checklist has been completed'.
- Callout 2:** Points to the 'Assigned To' dropdown menu, which is currently set to 'Newton, Gracie'.
- Callout 3:** Points to the 'Status' dropdown menu, which is currently set to 'Work Complete'.

Other fields visible in the form include:

- 'Closed By': All
- 'Billing Status': Not Billed
- 'Asset': Not Selected
- 'Failure Code': (empty dropdown)
- 'Statement of Work': From Inspection 15404 DIRECTIONS: DO NOT MAKE ENTRIES [HERE](#) - N/A
- 'Re-schedule for': (calendar icon), 9:00 AM, Re-Notify? checkbox