Supply Requests

Building services employees are responsible for ordering and maintaining the cleaning chemicals, supplies and equipment. In order to ensure we are good stewards of the college’s resources the following guidelines have been established with regard to ordering supplies…

1) All supply requests must be submitted via email on a supply request form to Shipping and Receiving. This form can be accessed under Excel Denali R drive/Staff/Building Services.
2) Under normal circumstances, only order enough supplies to cover a 60 day period.
3) Make sure to check inventory levels on all products before ordering. It is a better use of time and resources to order all the supplies you need at once!
4) Do not run out. Plan in advance. All supply levels should be checked on a weekly basis.
5) Only approved products and equipment should be ordered. All others must be requested through a member of the Building Services Management team.
6) Vacuum cleaners and other large equipment requests should also be directed through your Building Services Lead Supervisor.
7) Please rotate inventory. This is especially important with chemicals. Even though they have a long shelf life they can begin to degrade over time.

Work Orders

Building Services employees are responsible for reporting building damage and malfunctions through the work order system. Here are some points to remember when submitting work orders…

1) Work order requests should be as detailed as possible.
2) If it is an emergency work order, call your Building Services Lead Supervisor first. Some examples are: floods, leaks, damaged electrical equipment that is energized, plugged drains that you have not been able to fix, or any situation that creates hazard if not addressed immediately.
3) If the situation seems to be the result of student damage indicate it as such on the request.
4) Very often Building Services staff are the “eyes and ears” of Physical Plant. Report any and all damage and all malfunctions as promptly as possible.
5) When closing work orders remember to detail any repairs or clean up that took place.

NOTE: Never complete repairs if you haven’t been trained in that particular area.
How to Submit a Work Order

1) Go to www.calvin.edu
2) Select A-Z. This is found on the top right corner of the front page
3) Select Physical Plant
4) Select Work Request
5) Submit Work request
6) Select building
7) Complete all details and submit

NOTE: An email will be sent to you confirming the request has been sent. Subsequent emails will confirm acceptance of the work order and completion of the work order. If you have any questions regarding the work order system please contact the Services Manager at Physical Plant.

How to Access & Close Work Orders

1) Select the “Open work orders” desk top icon
2) Enter your name to display work orders assigned to you
3) Once these work orders are completed select “click to close”
4) Enter time taken and work done. If you haven’t been able to complete the work order indicate that in needs to be “re assigned” to a different trade.