



# Policies & Procedures Manual

**Section:**  
ACADEMIC - Faculty

**Title:**  
WORK ORDER PROCEDURE

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<b>Approved by:</b> Executive Council	
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## POLICY

Trades instructors must prepare work orders for any work involving the use of University College shop facilities or property that is not directly related to achieving course or program learning outcomes and for any work on property not belonging to the University College. As an exception to this policy, staff will be permitted to use University College shop facilities and equipment to work on their own personal property provided there is no cost to the University College, provided all procedures below are followed, and subject to the approval of University College management.

## PROCEDURES

1. Instructors may accept work orders only where the project is related to course or program learning outcomes, or will contribute to the instructor's maintaining or enhancing currency in the trade.
2. Instructors may not permit work on a project to begin until the customer has signed the work order.
3. The customer must provide all parts.
4. Instructors must ensure that all payment that is due has been received before releasing the project from the University College.
5. Instructors must ensure that any person who removes any item belonging to the University College from the University College shop area where it is normally kept signs for that item.
6. Every work order document must be displayed in a conspicuous place and be available for inspection or audit while the work is in progress.
7. All work taking place outside of normal instructor working hours must be approved by University College management.
8. The fee for work documented on work orders will be established annually and recommended by University College management to the Governing Council.