


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Personnel	Procedure Number:	PE-12
Subject:	Maintaining Daily Work Records	Effective Date:	December 1992
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

All Facilities Maintenance employees will be required to fill in a daily time sheet which documents their daily work activities.

Purpose

To ensure that adequate documentation is maintained regarding staffing and work performance as per various agency mandates and accreditation.

Procedure

1. Each employee will access the School Dude work order system, which clearly documents the work activities for the shift they have previously worked on.
2. School Dude shall be maintained throughout the shift and specific reference will be made to work orders and work on a time and material basis.
3. Any employee who refuses to perform the duties associated with maintaining the daily work record will be disciplined accordingly.
4. It is the intent of the Facilities Maintenance Department to comply with all needed documentation as required by the institution. If, in fact, there appears to be a lack of documentation or clarity of a specific procedure indicated on a daily timesheet, the Manager of the respective section will be responsible for insuring the right information is forwarded to the work control division.