

# WORK ORDER FLOWCHART

**IMPROVEMENT:** An improvement is a service that results in adding or changing the physical structure of the facility. Improvements typically involve cost to the department requesting the service.

Improvement Examples:

**Minor** – Adding electrical outlets, special lighting requests, remove/reconfigure cubicles, add new shelving, or changing room configuration. Limited modifications to cabling, HVAC, and other building systems. Depending on extent of building system improvement, a Building Projects Proposal may be required to document changes to building physical structure.

**Major** – Removal of a wall/door; relocate office or classroom; repurpose a space; or other system or structural change. A Building Projects Proposal is generated by Facilities and routed through all stakeholders, IT, and appropriate VP's.

