



VIRGINIA TECH™

HokieServ Reference Manual

AssetWORKS

Work Management Module

Version 2 – February 2023

PURPOSE OF THIS REFERENCE MANUAL

The purpose of this reference manual is to provide a resource for users of the HokieServ system to utilize in order to understand all aspects of a work order and any associated phases including all associated layouts, definitions, terminology, abbreviations and codes.

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DEFINITIONS AND TERMINOLOGY

A work request in the system is comprised of two key components; the **work order** and the **phase**. The work order is the topmost tier/level that provides a general overview of the work request specifications. The phase is the secondary tier/level and is defined within a work order with the purpose of assigning specific tasks related to the overall work request to different departments/shops as needed in order to complete the work request in totality. Typically, there will only be one work order per work request, however, each work order must have at least one phase, but may contain multiple different phases.

The below layouts visually display a blank work order and phase, as they would look at time of creation.

In order to successfully save/create a work order and phase, all boxes outlined in **red** are required to be filled in. While all other boxes are optional, it is recommended to complete as many of them as possible in order to provide extensive/detailed information to the work team.

Work Order - Layout

The screenshot displays the AiM Work Order creation interface. The interface is divided into several sections. At the top, there are 'Save' and 'Cancel' buttons. Below that, the 'Work Order #' field is highlighted in yellow and outlined in red. The 'Work Order Description' field is also outlined in red. To the right, there are fields for 'Status', 'Project', 'Desired Date', and 'Budget' (set to \$0.00). Below these are fields for 'Organization', 'Region', 'Facility', and 'Property', all outlined in red. There are also fields for 'Requestor', 'Contact', 'Contact Phone', and 'Contact Email'. At the bottom, there is a 'Phase' section with a table header including 'Phase', 'Description', 'Location', 'Shop', 'Work Code', 'Priority', 'Asset', and 'Status'. There are 'Remove' and 'Add' buttons for the phase table. The footer shows '©2021 AssetWorks LLC'.

Work Order - Definitions

- **Work Order** – Primary screen and method for tracking work in AiM (HokieServ) as a work request that contains overall/broad information about the work needing to be completed and keeps track of the specific task(s) necessary to do so; referred to as phases. Includes details about how the work is classified, who requested the work and who to contact throughout the life of the work order, where the work is to be performed, the amount of time to accomplish the job, the amount of money the job requires and the current condition (status) of the work.
- **Work Order Number** – Sequential number assigned to the work order at creation. Work order numbers are 8 digits long with the following pattern; ##-##### where the first two numbers before the hyphen represent the fiscal year in which the work order was created (i.e. a work order in fiscal

year 2022 would have a work order number beginning 22 as in the following; 22-#####) and the remaining 6 numbers increase by a single increment for each new work order.

- **Work Order Description** – Description that defines the overall job to be completed.
- **Work Order Status** – Indicates the current condition (status) of the work order. These statuses are filtered by the type and category of work being performed. For a list of work order statuses, refer to the Abbreviations and Codes section, page 11.
- **Organization** – Part of a hierarchy that determines who is requesting the work and is based on the organizational structure of the client. The topmost level of this hierarchy defines the institution code, followed by the department associated to it; the organization then follows the department.
- **Requestor** – Part of a hierarchy that determines who is requesting the work and is based on the organizational structure of the client. This is the bottom level of the hierarchy and its value must be chosen from those available as associated requestors for the organization and department.
- **Contact** – The name of the best contact person for any questions/comments about the work being requested and/or performed in the work order.
- **Contact Phone** – The best phone number to reach the indicated contact person.
- **Contact Email** – The best email address to reach the indicated contact person.
- **Project** – If the work order is being conducted as part of an ongoing project, this field will contain that project number and a link.
- **Desired Date** – The date that has been indicated as the date at which the requestor or contact would like for the work to be completed by.
- **Budget** – The amount of money allotted for the completion of the work contained in the work order and phases.
- **Problem Code** – A code that references and ties/groups all work orders of the same problem/issue type together based on codes defaulted in the system.
- **Type** – Topmost level of the overall work classification hierarchy used to determine what kind of work is to be completed. The type must be entered prior to selecting a category and work order status as the statuses are filtered by the selected category. For a list of work order types, refer to the Abbreviations and Codes section, page 13.
- **Category** – Part of the overall work classification hierarchy used to determine the category of work to be completed based on the parent tier of work order type. The category must be entered prior to selecting a work order status as the statuses are filtered by the selected category. For a list of work order categories, refer to the Abbreviations and Codes section, page 14.
- **Job Priority** – Provides a mechanism to filter phases based on the overall job priority during planning and scheduling. For a list of job priorities, refer to the Abbreviations and Codes section, page 72.
- **Region** – Part of a hierarchy that provides a selection from a predefined list of areas (regions) that the property at which the work is being requested for is located.
- **Facility** – Part of a hierarchy that provides a selection from a predefined list of property groups (facilities) determined by the selected region of the property at which the work is being requested for is located.
- **Property** – Part of a hierarchy that provides a selection from a predefined list of buildings (properties) that fall into the previously selected region and facility for the location of the work to be performed.

Note: properties are stored and searched in HokieServ via the property (building) ID number which is a four-digit numerical or alphanumeric value.

Phase - Layout

The screenshot displays the 'Phase' form in the AiM system. The form is titled 'Phase' and has a yellow header bar with the number '001'. The form is divided into several sections: 'View' (left sidebar), 'PHASE DESCRIPTION' (top left), 'Shop' (top middle), 'Primary Person' (top right), 'Priority' (middle left), 'Estimated Start/End' (middle middle), 'Actual Start/End' (middle right), 'Type' (bottom left), 'Asset' (bottom middle), 'Capital Project' (bottom right), 'Status' (top right), 'Work Order' (middle right), 'Budget' (bottom right), 'Funding Method' (bottom right), 'Work Code Group' (bottom right), 'Work Code' (bottom right), 'Request Method' (bottom right), and 'Contract Type' (bottom right). The form includes various input fields, dropdown menus, and search buttons. The bottom of the form has a 'Shop Person' section with a table header and a 'Remove' and 'Load' button. The footer of the form shows '©2021 AssetWorks LLC'.

Phase - Definitions

- **Phase** – A detail of the work order task assigned to an individual department/shop and employees, that keeps track of the specific task(s) that comprise the work order. Includes details about the work required, location of the work, who will perform the work, when to perform the work and which asset/equipment is worked on as necessary.
- **Phase Number** – Sequential number assigned to the phase at creation, with an initial value of 001.
- **Phase Description** – Description that reflects the specific task to be completed.
- **Phase Status** – Indicates the current condition (status) of the phase. These statuses are filtered by the type and category of work being performed. For a list of phase statuses, refer to the Abbreviations and Codes section, page 12.
- **Shop** – Identifies the department/shop assigned to perform the work of the specific task.
- **Primary Person** – Identifies the employee who has been designated as the primary person to perform the work. Only one shop person may be designated as the primary person assigned to the phase, although multiple shop personnel may also be added to the phase to complete the task.
- **Priority** – The urgency/priority of the completion of the specific task. For a list of phase priorities, refer to the Abbreviations and Codes section, page 72.
- **Work Order** – Represents the parent work order number that the selected phase is a part of. Clicking on this field will take the user to the work order details screen.
- **Budget** – The assigned budget for the specific task/phase.

- **Location** – Reflects the location/space/room (if applicable) where the task is to be performed and is associated with the property assigned to the work order.
- **Estimated Start** – Date that the work on the specified task is estimated to begin. Always defaults to the current date when the phase is created, but can be manually changed.
- **Estimated End** – Date that the work on the specified task is estimated to be completed, can be manually changed.
- **Actual Start** – Date that the work on the specified task actually begins, can be manually changed.
- **Actual End** – Date that the work on the specified task is actually completed, can be manually changed.
- **Percent Complete** – A percentage that represents how much of the task/work has been completed to date.
- **Funding Method** – The method for which the costs of the work performed are going to be funded by. For a list of funding methods, refer to the Abbreviations and Codes section, page 72.
- **Work Code Group** – Indicates the group that the type of work falls into. For a list of work code groups, refer to the Abbreviations and Codes section, page 19.
- **Work Code** – Indicates the specific work code/type of work that is being performed, may be based on the work code group. For a list of work codes, refer to the Abbreviations and Codes section, page 19.
- **Request Method** – Indicates how the work request was received by the system (i.e. control center input via phone call or email, ReADY Request, etc.)
- **Type** – Topmost level of the overall work classification hierarchy used to determine what kind of work is to be completed. The type must be entered prior to selecting a phase status as the statuses are filtered by the selected category. For a list of phase types, refer to the Abbreviations and Codes section.
- **Asset** – A specific and unique number that identifies the specific equipment/asset in the system.
- **Asset Group** – The overall equipment type group that the specific asset falls under.
- **Failure Code** – If utilized, provides more information about asset failures or breakdowns based on the code.
- **Template** – Indicates what template type, if applicable, has been used/associated for this specific work task.
- **PM Standards** – Indicates what PM standards, if applicable, have been associated to this specific work task. *Note: PM Standards are typically used only on preventive maintenance (PM) work orders.*
- **Inspection** – If an inspection is performed in conjunction with the work task, this unique number provides a link to that inspection.
- **Capital Project** – If the task being worked on is part of or in relation to an ongoing Capital Project, this unique number provides a link to that project.
- **Component Group** – If the task being worked on has been indicated as part of or in relation to an ongoing Capital Project, this field indicates which component group on the Capital Project the work being performed is related to.
- **Component** – If the task being worked on has been indicated as part of or in relation to an ongoing Capital Project, this field indicates which component on the Capital Project the work being performed is related to.
- **Contract Type** – The type of contract associated with the specific work task, if applicable.

- **Shop Person Assignment** – A block on each phase that contains a listing of any and all shop person employees that have been assigned to the specific work task to complete on the associated work order.
 - **Shop Person** – The PID of the assigned employee.
 - **Name** – The full name of the assigned employee.
 - **Primary** – A yes or no designation that indicates if that specific employee is considered the primary contact for the work task.
 - **Certified** – A yes or no designation that indicates the certification status of that specific employee, if applicable.
 - **Assigned By** – The PID of the person who assigned that specific employee to the shop person block of the phase.
 - **Assigned Date** – The date that the specific employee was assigned as a shop person on the phase.

Views

Work Order Views:

View
Extra Description
Reference Data
Account Setup
Budget Change Order
Cost Analysis
Assessment Deficiency
Condition Assessment Information
Sent Email
Notes Log
User Defined Fields
Status History
Related Documents

Phase Views:

View
Extra Description
Account Setup
Shop Stock
Budget Change Order
Condition Assessment Information
Assessment Activity
Checkpoint Measurements
Cost Analysis
Dependencies
Purchase Requests
Estimates
Unit Costs
Sent Email
Survey History
Notes Log
User Defined Fields
Status History
Related Documents

- **Extra Description** – Contains any further details/explanations/descriptions associated to the work order or phase level that did not fit in the provided description box or any other provided fields on the work order or phase layout screens.
- **Reference Data** – Contains information at the work order level from approved customer requests that can be used to help manage the work order process or for management reporting and analysis. Information such as the shop and shop person specified on the customer request (if applicable), customer request type, reference number and geographic coordinate fields are located under this view.

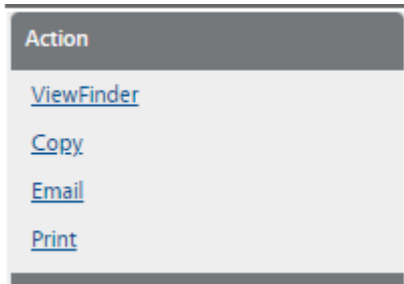
- **Account Setup** – Contains information relating to the defined specific accounts and the distribution of charges at the work order level and is then applied to all phases through the enforce distribution selection. The default offset account is the associated shop account. Information such as the overall budget, charge account/charge subcode, offset account/offset subcode, charge category types applicable to the account (i.e. all, labor, material, equipment and contract), percentage split or sequence and start dates and expiration dates of the accounts.
- **Budget Change Order** – Provides the ability to make any changes to the original budget value, if allowed, and shows information such as the current work order status, the current budget, the change order transaction number and description, an entry date and clerk, and the amount of change (positive or negative) made to the original budget.
- **Cost Analysis** – Contains a summary of estimated, actual, encumbered and billed costs provided for financial evaluation at the work order and phase level. Costs are categorized by the labor hours and the four subledger types discussed in the account setup view definition.
- **Assessment Deficiency – (Work Order Specific)** – Contains any deficiencies discovered during assessment, if applicable.
- **Condition Assessment Information** – Contains a five-year summary of the condition assessment on the associated work or phase location/asset.
- **Sent Email** – Contains a listing of all emails that have been sent and received, in association to the work order or phase, that have been either sent or received via the HokieServ system (emails that have been sent/received via other email servers such as Outlook, Gmail, etc. are not displayed here). Information displayed includes the email subject, sent to, sent from, the date of the email, attachments if any and an associated unique transaction number that if clicked displays the contents of the email.
- **Notes Log** – Contains a listing of any and all notes that have been created against the work order or phase that are relative to any happenings ongoing in relation to the work request/task. Information displayed includes the note entry date, who created the note, the name of the note, the type of the note (defined elsewhere in setup for work orders/phases), and the notes made.
- **User Defined Fields (UDF)** – Contains fields on the work order or phase level that have been deemed necessary by the users of the system. These fields can be created at any time and can be set up in a number of different ways depending on their intended use and are labeled as the user would like.
- **Status History** – Provides a sequential order by descending date of the changes made to the work order or phase level status over the course of the lifespan of the work request. Information displayed includes the status that the work order or phase was put into, what type and category the status is under, the date when the work order or phase was moved to this status as well as who placed the work order or phase into that status.
- **Related Documents** – Provides a listing of any and all associated/attached documents relative to the work order or phase level. Information displayed includes a thumbnail of the document (if applicable), the title of the document, the current version of the document, the document type and description and the date that the document was uploaded/attached to the work order/phase. The title portion is a link to the document itself within the system and clicking on it will take you to a preview screen of the document from which you can then print/download/edit, etc. the associated document.
- **Shop Stock – (Phase Specific)** – Enables the user to add needed materials to perform the work task from the available shop stock (entered in the relative Inventory Module) to submit a request for and

become actual material transactions upon shop stock request approval. Information displayed serves as a historical reference for shop stock materials requested for this phase and includes the transaction date, stock location, stock number, quantity requested, cost per item, total cost of the request, the requestor and the current status of the request in the system.

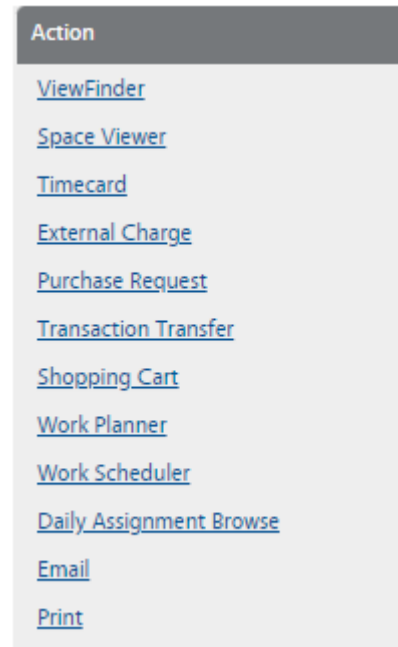
- **Assessment Activity – (Phase Specific)** – Contains information related to the associated asset on the phase (if applicable) to provide detailed information to the person(s) performing the requested work task. Information displayed includes the asset number, asset group, asset status, installation year, physical life in years of the asset, physical life adjustment, remaining life of the asset in years, renewal year for the asset, cost model, base year, complexity factor, renewal cost, adjusted renewal cost, planning year, planning group and priority.
- **Checkpoint Measurements – (Phase Specific)** – Contains a listing of predefined checkpoints associated to the template selected for the specific phase. These checkpoints assist in keeping the work moving and on track for an appropriate completion time frame as well as making sure no necessary steps are missed. Information displayed includes the checkpoint, the value, description and extra description as necessary.
- **Dependencies – (Phase Specific)** – Contains separate detail block listings of the predecessor and successor relationships of this phase to other phases for project management purposes. Information displayed includes the phase's parent work order, parent work order project (if applicable), estimated start and end date from the main phase record, the current status of the phases and the shop/contractor/landlord of the phase.
- **Purchase Requests – (Phase Specific)** – Contains information associated with this phase for any purchase requests, displayed only after a purchase request is finalized. Information displayed includes the transaction number, description, current status, date needed, region, facility, property, location and total amount of the purchase request.
- **Estimates – (Phase Specific)** – Contains information for phase estimates whether they have been approved or not, but only when an estimate is created via the Estimating Module. Information displayed includes the estimate, the type of estimate, description, current status, total estimate cost and labor, material, equipment and contract estimate costs.
- **Unit Costs – (Phase Specific)** – Displays unit cost estimates that have been added to the phase from the Unit Cost Estimator Screen. When a phase is in an 'open' status group the screen is editable and rates with quantities are associated to the record.
- **Survey History – (Phase Specific)** – Contains a listing of any surveys that were sent to and/or received from the customer, specific to a work order phase. These surveys are created in the System Administration Module and are associated to a specific phase status that automatically distributes to the customer when that phase has been marked in that status. Information displayed includes the transaction number which is a link to the completed survey, the sent date, the recipient, the survey name, the response and the survey type.

Actions

Work Order Actions:



Phase Actions:



- **ViewFinder** – Displays a screen that lists all transactions and documents that have been tied/associated to the current work order or phase. Transaction listing displays different screens as a clickable link with a number of items in that screen link that exist as relatives to the current work order or phase; clicking on any of these links will take the user to those items/documents.
- **Copy** – (Work Order Specific) – Allows the user to create a new work order based on a copy of the current work order; certain items can be carried over to the newly created (copied) work order if selected on the copy action screen.
- **Email** – Creates the outline of an email to be sent via the HokieServ system; sending an email with this action will attach/display the email in the ‘Sent Email’ view on the work order or phase. Required fields on this screen include the intended recipient of the email as a valid email address, the sender’s email address and a subject for the email. A URL to the current work order/phase can also optionally be included in the email for ease of reference.
- **Print** – Displays a screen of certain reports that can be pulled/run and then printed off as needed by the user; these reports include those created and provided out of the box by the system creators as well as reports created by users of the system and/or the Analytics Team of system admins. Reports can be added or removed from this listing as necessary.
- **Space Viewer** – (Phase Specific) – Displays a screen that allows the user to view the indicated work location as a floor plan/drawing as long as there is a location indicated on the phase and a drawing for that specific location has been uploaded to the system.
- **Timecard** – (Phase Specific) – Redirects the user to the ‘Rapid Timecard Entry’ screen in order to create a timecard on the fly as needed for any shop person employee that has worked on the phase task and does not yet have a posted timecard for the specific work date.
- **External Charge** – (Phase Specific) – Redirects the user to the creation screen for an External Charge for the work related to the tasks indicated on the specific phase.

- **Purchase Request – (Phase Specific)** – Redirects the user to the creation screen for a Purchase Request for the work related to the tasks indicated on the specific phase. Any created Purchase Request that has been finalized will display under the Purchase Request view screen.
- **Transaction Transfer – (Phase Specific)** – Redirects the user to a Transaction Transfer creation screen in order to transfer specific/selected transactions from one account to another on the phase.
- **Shopping Cart – (Phase Specific)** – Redirects the user to the Shopping Cart screen in order to add necessary line items to the cart for the associated phase as necessary.
- **Shop Assignment – (Phase Specific)** – Redirects the user to the Shop Daily Assignment screen which displays all of the employees of the shop indicated on the phase and their current assigned work throughout the week for the associated work order and phase.
- **Work Planner – (Phase Specific)** – Redirects the user to the Work Planner screen in order to plan out the work for the associated work order and phase based on different aspects of the work to be completed.
- **Work Scheduler – (Phase Specific)** – Redirects the user to the Work Scheduler screen in order to schedule work for the associated work order and phase based on different aspects of the work to be completed.
- **Daily Assignment Browse – (Phase Specific)** – Provides a listing of all of the daily assignments for shop employees that contain the associated work order and phase task as a part of their work at some time throughout the course of the lifespan of the work order.

ABBREVIATIONS AND CODES

Work Order Statuses

The Work Order Statuses in HokieServ are used to indicate the current condition (status) of the work order. These statuses are filtered by the type and category of work being performed and fall into three general groups of statuses; Open, Closed and Canceled. Each general group then contains more specified statuses for different usages as described in the table below. Typically, the Business Office and/or the Operations Control Center (OCC) will make updates to the work order statuses.

Note: *When searching for ‘open’ work orders within the system, the best method is to search for work order and/or phase status NOT IN closed, cancelled, canceled, work complete, work completed, pm complete, pm completed. While some of these statuses have minor differences, the system needs to know all variations/spellings in order to eliminate them from the search. See Appendix Search Tips & Tricks for more information on searching work orders, including specific syntax.*

Currently, the Work Order Statuses include:

GENERAL GROUP	STATUS	USAGE
Open	NEW	A work order has been created, approved, and assigned to the appropriate department/shop as a new work order
	OPEN	The work order has been acknowledged by the department/shop and work is underway
	HOLD	Work is currently ongoing, but has been temporarily placed on hold
	BUDGET UPDATE	Work is currently ongoing and the budget is being updated
	BUDGET REVISION	Work is currently ongoing and the budget is being revised
	REOPEN	A work order has that has previously been completed has been reopened
Closed	CLOSED	Work has been completed as well as all finalizing processes
	WORK COMPLETE	Work has been completed – some finalizing processes still need to be performed
	WORK COMPLETED	Work has been completed – some finalizing processes still need to be performed
Canceled	CANCELED	Work order has been canceled
	CANCELLED	Work order has been canceled

Phase Statuses

The Phase Statuses in HokieServ are used to indicate the current condition (status) of the phase. These statuses are filtered by the type and category of work being performed and fall into three general groups of statuses; Open, Closed and Canceled. Each general group then contains more specified statuses for different usages as described in the table below.

Currently, the Phase Statuses include;

GENERAL GROUP	STATUS	USAGE
Open	PENDING	Phase has been created, but is pending further approval and has not yet been assigned to the appropriate department/shop
	NEW	Phase has been created and been assigned to the appropriate department/shop
	IN PROGRESS	Phase work has begun
	OPEN	Phase work is ongoing

	ASSIGNED	Phase work has been assigned to a shop person(s)
	WIP	Phase work is in progress
	FOR ACTION	Phase is marked as needing action
	EST REQUIRED	An estimate is required in order to perform/complete work
	EST IN PROG	An estimate for the cost of the work is in progress
	EST COMP	An estimate for the cost of the work is complete
	ESTIMATE TO CLIENT	The estimate for the cost of the work has been sent to the client for confirmation to move forward
	APP'D BY CUSTOMER	Purchase order has been received from customer and the estimated cost of the work has been approved by the customer
	APPROVAL RECEIVED	Approval to perform the work has been received
	NOTIFY	Notify client
	FIRST CALL TO CLIENT	First call to client has been made
	SCOPE DEVELOPMENT	Scope of work is being developed
	SCOPE APPROVED	Scope review approved
	SCOPE REVIEW	Phase is in the process of a scope review
	SCOPE REVIEW WIP	Scope review work in progress
	SCOPE REVIEW COMP	Scope review complete
	FEE PROP REVIEW WIP	Fee proposal review work in progress
	FEE PROP REVIEW COMP	Fee proposal review complete
	PRLM DESN REVIEW WIP	Preliminary design review work in progress
	PRLM DESN REVW COMP	Preliminary design review complete
	INITIAL REVIEW WIP	Initial review work in progress
	INITIAL REVIEW COMP	Initial review complete
	FINAL REVIEW WIP	Final review work in progress
	WRK DRAW REVIEW WIP	Working drawing review work in progress
	WRK DRAW REVIEW COMP	Working drawing review complete
	SUBMITTAL REVIEW WIP	Submittal review work in progress
	SUBMITTAL REVIEW COMP	Submittal review complete
	CHECKED IN	Checked In (Used for Key Issuance)
	CHECKED OUT	Checked Out (Used for Key Issuance)
	PRES COMPLETE	Presentation Complete
	PRES SUBMITTED	Presentation Submitted
Closed	CLOSED	Work on the phase has been completed as well as all finalizing processes – work order is also closed
	WORK COMPLETE	Work on the phase has been completed – some finalizing processes still need to be performed
	WORK COMPLETED	Work on the phase has been completed – some finalizing processes still need to be performed
	PM COMPLETE	Preventive Maintenance work has been completed – some finalizing processes still need to be performed
	PM COMPLETED	Preventive Maintenance work has been completed – some finalizing processes still need to be performed

Canceled	CANCELED	Phase has been canceled
	CANCELLED	Phase has been canceled

Work Order Types

The Work Order Types in HokieServ are used to indicate what kind of work is to be completed. The work order type is the topmost level of the overall work classification hierarchy and must be entered prior to selecting a category and work order status, as the statuses are filtered by the selections.

Currently, the Work Order Types include;

TYPE	TITLE	USAGE
ADMIN	Administrative	Annual work orders used to track cost not associated to buildings and/or work where no value is added by creating individual work orders
CF	Customer Funded	Services provided outside the scope of normal E&G services, work is paid/funded by customer
DSA	Division of Student Affairs	Work orders in the Student Affairs Division of Virginia Tech
FOUNDATION	Foundation Funded Work	Work orders that are paid for/funded by the Foundation
INS	Insurance	Repair and restoration work caused by events that are reimbursed under the direction of the Office of Risk Management
MR	Maintenance Reserve	State funds outside the allocated budget that are used to repair/replace existing facilities & infrastructure
OP	Operations	Day to day maintenance & repair of facility assets
SECL	Student Engagement & Campus Life	Work orders in the Student Engagement & Campus Life Division of Virginia Tech
VTES	Virginia Tech Electric Service	Work orders specific to work performed by the Virginia Tech Electric Service

Work Order Categories

The Work Order Categories in HokieServ are used to indicate the category of work to be completed as the secondary tier of the classification hierarchy and is based on the parent tier of work order type. The category must be entered prior to selecting a work order status as the statuses are filtered by the selection.

Currently, the Work Order Categories include;

WORK ORDER TYPE	CATEGORY	TITLE	USAGE
ADMIN	BLDG	BUILDING	Capture utility costs for a building
	ENERGY SURVEY	ENERGY SURVEY	Capture energy survey work

	GROUNDS	GROUNDS	Weather Event, Hotels, Meals, Mowing, Administrative, Etc.
	HOUSE	HOUSEKEEPING	Capture housekeeping work orders
	M&A	MEETINGS AND ADMINISTRATIVE	Track meeting and administrative time
	PLANNING	PLANNING	Track Office of University Planning projects (No Cost Associated)
	SHOP	SHOP	Shop time, supplies, stock, etc.
	VEHICLES	VEHICLES	State/Department vehicle repair tracking
CF	BLANKET	BLANKET	Departmental blanket work orders
	CAP RNV	CAPITAL RENOVATIONS	Capital project funded services requested by UPDC-New Construction department
	CNTR	RENOVATIONS CONTRACTOR	Renovations contractor work orders
	ENERGY	ENERGY	Energy related work orders
	EVNT	EVENTS	Customer requested services requiring a variety of O&M services (commencement, athletic events, etc.)
	MISC	MISCELLANEOUS	Work orders that are paid for directly
	MSA	MAINTENANCE SERVICE AGREEMENT	Work orders that fall under the Maintenance Service Agreement
	PM	PREVENTATIVE MAINTENANCE	Customer funded system generated O&M work on building systems and equipment (basic level)
	RNV	RENOVATIONS	In-house renovations work
	SRV	SERVICE CALL	Service call work for keys, signs, moving, etc.
	UBO	UBO	Work orders for the University Building Official's office
DSA	ADMIN	ADMINISTRATIVE	Annual work orders used to track cost not associated to buildings and/or work where

			no value is added by creating individual work orders
	CORRECTIVE MAINTENANCE	CORRECTIVE MAINTENANCE	System generated O&M work on building systems and equipment (basic level)
	SCHEDULED MAINTENANCE	SCHEDULED MAINTENANCE	Work orders for any maintenance issues that have been previously scheduled
FOUNDATION	BLANKET	BLANKET	Departmental blanket work orders
	CNTR	RENOVATIONS	Renovations foundation contractor work orders
	MSA	MAINTENANCE SERVICE AGREEMENT	Work orders that fall under the Maintenance Service Agreement
	PM	PREVENTATIVE MAINTENANCE	Foundation funded system generated O&M work on building systems and equipment (basic level)
	RENOVATIONS	RENOVATIONS	Renovation in-house work funded by Foundation funds
	SERVICE	SERVICE	Service work funded by Foundation funds
	UBO	UBO	Work orders for the University Building Official's office
INS	CNTR	RENOVATIONS	Renovations insurance contractor work orders
	REM	REMEDICATION	Work orders for remediation type insurance work
	REPAIR	REPAIR	Work orders for repair type insurance work
	RNV	INTERNAL RENOVATIONS	Renovation in-house work funded by insurance funds
MR	ADA	ADA	Work related to the American's with Disabilities Act
	CNTR	RENOVATIONS	Work performed by renovations contractors
	ENRG/SUST	ENERGY/SUSTAINABILITY	Work related to energy and/or sustainability
	EXT/BLDG ENV	EXTERIOR/BUILDING ENVELOPE	Work related to the exterior areas of a building
	HVAC/MEP	HVAC/MEP	Work related to any HVAC or MEP systems

	INFRASTRUCTURE	INFRASTRUCTURE	Work related to the campus infrastructure
	INTERIOR	INTERIOR	Work related to the interior of a building
	LIFE SAFETY	LIFE SAFETY	Work related to any life safety issues
	RNV	RENOVATIONS	Renovation in-house work funded by state funds
	ROOF	ROOFING	Work related to roofs of buildings across campus
OP	CENTRAL FUNDING	CENTRAL FUNDING	Work that is funded by central funds
	CM	CORRECTIVE MAINTENANCE	System generated O&M work on building systems and equipment (basic level)
	DEF	DEFERRED	Repairs that need to happen but are impractical to perform at this time due to inadequate funding, personnel, etc.
	EVNT	EVENTS	Event related work such as commencement that is not customer funded
	MOD	MODIFICATIONS	Any change to an existing structure or asset that is not customer funded
	PM	PREVENTATIVE MAINTENANCE	System generated O&M work on building systems and equipment
	UBO	UBO	Work orders for the University Building Official's office
	SECL	CORRECTIVE	CORRECTIVE
KEYS		KEYS	Work orders relating to any key issues or issuance
SCHEDULED		SCHEDULED	System generated O&M work on building systems and equipment (basic level)
VTES	ADMIN	ADMINISTRATIVE	Annual work orders used to track cost not associated to buildings and/or work where no value is added by creating individual work orders

	CAMPUS CONST	CAMPUS CONSTRUCTION	Work related to that created by any campus construction
	CAMPUS FUNDED	CAMPUS FUNDED	Work that is funded by campus
	CAMPUS MAINT	CAMPUS MAINTENANCE	Maintenance work performed on campus assets
	CAMPUS PM	CAMPUS PREVENTATIVE MAINTENANCE	System generated O&M work on building systems and equipment on campus
	CUSTOMER FUNDED – SPECIAL	CUSTOMER FUNDED – SPECIAL	Special Customer Funded work orders
	INSURANCE	INSURANCE	Repair and restoration work claims caused by events that are reimbursed under the direction of the Office of Risk Management
	MR	MAINTENANCE RESERVE	State and/or auxiliary funds outside the allocated budget that are used to repair/replace existing facilities & infrastructure
	SPECIAL PROJECT	SPECIAL PROJECT	Special project work performed
	TOWN CONST	TOWN CONSTRUCTION	Work related to that created by any town construction
	TOWN MAINT	TOWN MAINTENANCE	Maintenance work performed on town assets
	TOWN PM	TOWN PREVENTATIVE MAINTENANCE	System generated O&M work on building systems and equipment in the town

Phase Work Code Groups

The work order Phase Work Code Groups in HokieServ are used to indicate what predefined grouping that the work task to be performed falls under for the specific phase of the work order.

Currently, the Phase Work Code Groups include;

GROUP	TITLE	USAGE
ALL OTHER	All Other Work	Used for all other work that does not fall into any of the other work code distinctions
ELEV	Elevator	Used to indicate elevator related work
GIS/SPACE	Geographic Information Systems/Space	Used to indicate any GIS and/or Space related work, which could also include space surveys
LEASE	Lease Work	Used to indicate Leasing/Real Estate Management related work
MSA	MSA	Used to indicate work that is covered under a Maintenance Service Agreement
SID	Site and Infrastructure	Used to indicate any SID related work
TREE	Tree	Used to indicate any work that is related to trees
UBO	University Building Official	Used to indicate work related to the UBO office
VTES	Virginia Tech Electric Service	Used to indicate work related to the VTES auxiliary

Phase Work Codes

The work order Phase Work Codes in HokieServ are used to indicate the more specific type of work task to be performed on the specific phase of the work order. Each phase work code falls under a specific type and category of work as indicated on the work order and can also be a child of an indicated phase work code group.

Currently, the Phase Work Codes include;

WORK ORDER TYPE	CATEGORY	CODE	USAGE
ADMIN	BLDG	ADMINISTRATIVE	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		CREATE FLOOR PLAN	Create Floor Plan
		DOOR MAINTENANCE	Door Maintenance
		EMERGENCY TECH	Emergency Technician
		ENG CONSULTING	Engineering Consulting
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		INVENTORY	Inventory
		KS	Key Shop
		LAB SUPPORT PIPING	Care of Air, Gas, Purified Water, Vacuum, Etc.
		MAP/DATA REQUEST	Map/Data Request
		MH	Moving and Hauling
		MOVING/HAULING	Moving and Hauling
		PLUMBING	Plumbing
PROPERTY UPDATE	Property Update		

		ROOM DATA UPDATE	Room Data Update	
		ROOM NUMBER REVIEW	Room Number Review	
	ENERGY SURVEY		ADMIN	Administrative – Planning – Business Office
			HVAC	Heating, Ventilation and Air Conditioning
	GROUNDS		ADMINISTRATION	Administrative – Planning – Business Office
			FERTILIZING	Fertilizing
			HERBICIDE APPLICATION	Herbicide Application
			MOVING/HAULING	Moving and Hauling
			MOWING	Mowing
			MULCH	Mulch
			PESTICIDE APPLICATION	Pesticide Application
			PLANT/TREE REMOVAL	Plant and/or Tree Removal
			PLANTING	Planting
			PRUNING	Pruning
			QUARY	Quarry
			ROUGH GRADING	Rough Grading
			SEEDING	Seeding
			SNOW/ICE REMOVAL	Snow and/or Ice Removal
		WEED EATING	Weed Eating	
	HOUSE		ADMIN	Administrative – Planning – Business Office
		FLOOR CARE	Floor Care	
		INSPECTION	Inspection	
M&A		ADMIN	Administrative – Planning – Business Office	
		ADMINISTRATIVE	GC Pay	
		AIR QUALITY	Air Quality	
		ASBESTOS	Asbestos Training	
		CA	Carpentry Work	
		CAP PROJ EXP PRIOR TO CO2	Capital Project Expenses Prior to Issuing of a CO-2	
		DOOR MAINTENANCE	Door Maintenance	
		EL	Electrical Repair	
		EMERGENCY TECH	Emergency Technician	
		HVAC	Heating, Ventilation and Air Conditioning	
		ILLNESS	Sick-Unable to Work	
		INSPECTION	Inspection	
		INSULATING	Insulating	
		INTERIOR DESIGN	Interior Design	
	KS	Key Shop		
	LEAVE	Paid Leave Time-Not at Work		

		MH	Moving and Hauling
		MOVING/HAULING	Moving and Hauling
		PLUMBING	Plumbing
		REVIEW	Review
		ROUGH GRADING	Rough Grading
		SHEETMETAL	Sheetmetal
		SS	Sign Shop
		TR	Training
		WELDING	Welding
	PLANNING	CREATE FLOOR PLAN	Create Floor Plan
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		GPS/LAND SURVEY	GPS/Land Survey
		MAP/DATA REQUEST	Map/Data Request
		PLANNING	Planning
		PROPERTY UPDATE	Property Update
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
	SHOP	ADMINISTRATIVE	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		DOOR MAINTENANCE	Door Maintenance
		EMERGENCY TECH	Emergency Technician
		EQUIPMENT MAINTENANCE	Equipment Maintenance
		EQUIPMENT PURCHASE	Equipment Purchase
		EQUIPMENT REPAIR	Equipment Repair
		MOVING/HAULING	Moving and Hauling
		PLUMBING	Plumbing
		ROUGH GRADING	Rough Grading
		SHOP MAINTENANCE	Shop Maintenance
		TOOL REPAIR	Tool Repair
		TOOL REPLACEMENT	Tool Replacement
	VEHICLE REPAIR	Vehicle Repair	
	VEHICLES	ADMIN	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		DOOR MAINTENANCE	Door Maintenance
		EMERGENCY TECH	Emergency Technician
		MOVING/HAULING	Moving and Hauling
		ROUGH GRADING	Rough Grading
	CF	BLANKET	ADMIN
AIR QUALITY			Air Quality
ANIMAL CONTROL			Animal Control
ASBESTOS			Asbestos Removal

		CA	Carpenter
		CLEAN UP	Campus Clean Up
		CONCRETE	Concrete Repair
		CREATE FLOOR PLAN	Create Floor Plan
		DOOR MAINTENANCE	Door Maintenance
		EL	Electrical Repair
		ELEV	Elevator Repair
		EMERGENCY TECH	Emergency Technician
		EXTERMINATING	Exterminating
		EXTERMINATING-CONTRACT	Exterminating Contract
		FIELD VERIFICATION	Field Verification
		FIRE	Fire Alarm Repair
		FLOOR	Floor Repair
		FLOOR PLAN UPDATE	Floor Plan Update
		GR	Grounds
		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSPECTION	Inspection
		INSULATING	Insulating
		KEY/LOCK	Key, Lock and Core Work
		KEYS	Keys
		MAP/DATA REQUEST	Map/Data Request
		MECHANICAL UTILITIES	Mechanical Utilities
		MH	Moving and Hauling
		MILLWRIGHT	Millwright
		MOVING & HAULING	Moving and Hauling
		OUTDOOR LIGHTING	Outdoor Lighting
		PA	Paint
		PLUMBING	Plumbing
		PROPERTY UPDATE	Property Update
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUBER REVIEW	Room Number Review
		SHEET METAL	Sheet Metal
		SIGNS	Signs
		SNOW	Snow Removal
		STEAM FITTING	Steam Fitting
		STONE	Stone, Masonry, Brick
		TRASH	Trash Removal
		TREE	Tree
		WEATHER	Weather

		WELDING	Welding	
		WINDOW REPAIR	Window Repair	
		ASBESTOS	Asbestos Removal	
	CAP RNV		CALL BACK	Client Requesting Additional Services After Phase Marked Work Completed
			CREATE FLOOR PLAN	Create Floor Plan
			FIELD VERIFICATION	Field Verification
			FLOOR PLAN UPDATE	Floor Plan Update
			INSPECTION	Inspection
			INSULATING	Insulating
			INTERIOR DESIGN	Interior Design
			MAP/DATA REQUEST	Map and/or Data Request
			MASONRY	Masonry and Stone Work
			MECH-STORM SEWER	Mechanical Storm Sewer
			MECHANICAL UTILITIES	Mechanical Utilities
			MILLWRIGHT	Millwright
			MOVING/HAULING	Moving and Hauling
			PLANS REVIEW	Plans Review
			PROJECT ADMIN	Project Administration
			PROPERTY UPDATE	Property Update
			QU	Quarry-Hokiestone
			ROOM DATA UPDATE	Room Data Update
			ROOM NUMBER REVIEW	Room Number Review
			TREE	Tree
	WEATHER	Weather		
	CNTR		AARB REVIEW	AARB Review
			ADMIN	Administrative – Planning – Business Office
			ASBESTOS	Asbestos Monitoring and Removal
			CONSTRUCTION	Construction
			CREATE FLOOR PLAN	Create Floor Plan
			DESIGN	Design
			DESIGN REVIEW	Design Review
			EL	Electrical Repair
			FIELD VERIFICATION	Filed Verification
FLOOR PLAN UPDATE			Floor Plan Update	
GPS/LAND SURVEY			GPS/Land Survey	
GROUNDS			Grounds	
HOKIE STONE			Hokiestone	
HVAC			Heating, Ventilation and Air Conditioning	
KEY/LOCK			Key/Lock	
MAP/DATA REQUEST	Map and/or Data Request			

		MILLWRIGHT	Millwright
		PL	Plumbing
		PLANNING	Planning
		PLANS	Plans Library
		PROJECT MANAGEMENT	Project Management
		PROPERTY UPDATE	Property Update
		RF	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		SHEETMETAL	Sheetmetal
		SIGNS	Signs
		TREE	Tree
		WEATHER	Weather
		WELDING	Welding
	ENERGY	ADMIN	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		ANALYSIS/DESIGN	Analysis and Design
		ASBESTOS	Asbestos Removal
		BLDG CODE INSPECTION	Building Code Inspection
		CA	Carpentry
		EL	Electrical Repair
		FIRE	Fire Alarm Repair
		FLOOR	Floor
		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSPECTION	Inspection
		INSULATING	Insulating
		KEY/LOCK	Key, Lock and Core Work
		MECHANICAL-TUNNEL	Mechanical-Tunnel
		MOVING/HAULING	Moving and Hauling
		PA	Paint
		PLANS REVIEW	Plans Review
		PLUMBING	Plumbing
		PROJECT MANAGEMENT	Project Management
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		SHEETMETAL	Sheetmetal
		SIGNS	Signs and Barricades
		SURVEYING	Surveying
	TREE	Tree	
	WEATHER	Weather	

		WELDING	Welding
	EVNT	ADMINISTRATIVE	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		BA	Building Automation
		CA	Carpenter
		CREATE FLOOR PLAN	Create Floor Plan
		DOOR MAINTENANCE	Door Maintenance
		EL	Electrical Repair
		ELEVATOR	Elevator
		EMERGENCY TECH	Emergency Technician
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		GR	Grounds
		HOUSEKEEPING	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSULATING	Insulating
		MA	Masons
		MAP/DATA REQUEST	Map and/or Data Request
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		PA	Painter
		PLUMBING	Plumbing
		PROPERTY UPDATE	Property Update
		RF	Refrigeration
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
	SHEETMETAL	Sheetmetal	
	SIGNS	Signs	
	TRAINING	Training	
	TREE	Tree	
	WEATHER	Weather	
	MISC	ADMIN	Administrative – Planning – Business Office
		CA	Carpentry
		CREATE FLOOR PLAN	Create Floor Plan
		EL	Electrical Repair
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		GLASS	Glass and Glazing
		GROUNDS	Grounds
	HK	Housekeeping	

		MAP/DATA REQUEST	Map and/or Data Request
		PROJECT MANAGEMENT	Project Management
		PROPERTY UPDATE	Property Update
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		SIGNS	Signs
		TRASH	Trash and Recycling
		TREE	Tree
		UBO AUXILIARY	UBO Auxiliary
		WEATHER	Weather
MSA		5-YR CNTRL VLV INSP	5 Year Central Valve Inspection
		5-YR FDC TEST	5 Year Fire Department Connection Test
		5-YR INTERNAL PIPE INSP	5 Year Internal Pipe Inspection
		5-YR STANDPIPE INSP	5 Year Standpipe Inspection
		ADMIN	Administrative – Planning – Billing
		AHU MAINTENANCE	Air Handling Unit Maintenance
		AIR QUALITY	Air Quality
		BACKFLOW DEVICE	Backflow Device
		BAS MAINTENANCE	Building Automation System Maintenance
		BOILER MAINTENANCE	Boiler Maintenance
		CALL BACK	Client Requesting Additional Information
		CHEMICAL FIRE SUP SYS INS	Chemical Fire Suppression System Inspection
		CHEMICAL HOOD INSP	Chemical Hood Inspection
		CHILLER MAINTENANCE	Chiller Maintenance
		DOOR MAINTENANCE	Door Maintenance
		ELECTRICAL	Electrical Repair
		ELEV 5 YEAR WITNESS TEST	Elevator 5 Year Witness Test
		ELEV 5 YR TEST	Elevator 5 Year Test
		ELEV INSP	Elevator Inspection
		ELEV SERVICE	Elevator Service
		ELEVATOR INSP	Elevator Inspection
		ELEVATOR MAINTENANCE	Elevator Maintenance
		EMERGENCY LIGHT TEST	Emergency Light Test
		EMERGENCY TECH	Emergency Technician
		ENVELOPE INSP	Envelope Inspection
		EXTERMINATING	Exterminating
	FILTERS	Filters	

		FIRE ALARM INSP TEST	Fire Alarm Inspection Test
		FIRE ALARM MONITOR	Fire Alarm Monitor
		FIRE BARRIER INSPECTION	Fire Barrier Inspection
		FIRE DAMPER INSPECTION	Fire Damper Inspection
		FIRE EXINGUISHER INSP	Fire Extinguisher Inspection
		FIRE PUMP TESTING	Fire Pump Testing
		GENERATOR MAINTENANCE	Generator Maintenance
		ICE MACHINE MAINTENANCE	Ice Machine Maintenance
		MASONRY	Masonry
		METER MAINTENANCE	Meter Maintenance
		MOVING/HAULING	Moving and Hauling
		PLUMBING	Plumbing
		PREVENTIVE MAINTENANCE	Preventive Maintenance
		SHEETMETAL	Sheetmetal
		SMOKE PURGE FAN INSP	Smoke Purge Fan Inspection
		SPINKLER INSP	Sprinkler Inspection
		TREE	Tree
		WEATHER	Weather
	PM	ADMIN	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		CALL BACK	Client Requesting Additional Services After Phase Marked Work Completed
		DOOR MAINTENANCE	Door Maintenance
		EMERGENCY TECH	Emergency Tech
		EXTERMINATING	Exterminating
		MASONRY	Masonry and Stone Work
		MOVING/HAULING	Moving and Hauling
		PLUMBING	Plumbing
		PREVENTIVE MAINTENANCE	Preventive Maintenance
		SHEETMETAL	Sheetmetal
		TREE	Tree
		WEATHER	Weather
	RNV	AARB REVIEW	AARB Review
		ADMIN	Administrative – Planning – Business Office
		AE	Architect/Engineer Contract
		AIR QUALITY	Air Quality
		ANALYSIS/DESIGN	Analysis and Design
		ASBESTOS	Asbestos Removal
		ATHLETICS PM	Athletics PM
		BA	Building Automation/HVAC Balancing
		CA	Carpentry

		CALL BACK	Client Requesting Additional Services After Phase Marked Work Completed
		CAUS CC	CAUS CC
		CG	Contingency
		CHANGE ORDER	Change Order - Renovations
		CN	Communication Network Services
		CREATE FLOOR PLAN	Room Number Review
		CS	Construction
		DESIGN REVIEW	Design Review
		DOOR MAINTENANCE	Door Maintenance
		DS	Design
		EF	Equipment/Furnishings
		EL	Electrical Repair
		ENG CONSULTING	Engineering Consulting
		ESTIMATING	Estimating
		EXTERMINATING	Exterminating
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		FP	Fire Protection
		FS	Facilities Safety
		GR	Grounds
		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSPECTION	Inspection
		INSULATING	Insulating
		IS	Inspection
		KS	Key Shop
		MAP/DATA REQUEST	Map and/or Data Request
		MASONRY	Masonry and Stone Work
		ME	Material Expeditor
		MECH-STORM SEWER	Mech-Storm Sewer
		MH	Moving and Hauling
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		OD	On-Demand (Prequalified and Approved Contractors)
		PA	Paint
		PC	Project Coordinator
		PHASE PLANNING	Initial Setup of Phases Within a Work Order
		PL	Plans Library
		PLANNING	Planning

		PLANS REVIEW	Plans Review
		PLUMBING	Plumbing
		PM	Project Management
		PP	Phase Planning
		PROJECT MANAGEMENT	Project Management, Design, Estimating, Etc.
		PROPERTY UPDATE	Property Update
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
		SHEETMETAL	Sheetmetal
		SS	Sign Shop
		SURVEYING	Surveying
		TREE	Tree
		TREE HEALTH CARE	Tree Health Care
		TREE MISC	Tree Miscellaneous
		TREE PLANTING	Tree Planting
		TREE PRUNING	Tree Pruning
		TREE REMOVAL	Tree Removal
		TREE STUMP	Tree Stump
		TREE-CONTRACT	Tree-Contract
		TREE-CONTRACT HEALTH CARE	Tree-Contract Health Care
		TREE-CONTRACT PLANTING	Tree-Contract Planting
		TREE-CONTRACT PRUNING	Tree-Contract Pruning
		TREE-CONTRACT REMOVAL	Tree-Contract Removal
		WA	Warranty
		WEATHER	Weather
	SRV	AARB REVIEW	AARB Review
		ADMIN	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		ANALYSIS/DESIGN	Analysis and Design
		ASBESTOS	Asbestos Removal
		ATHLETICS PM	Athletics Project Manager
		BUILDING CODE INSPECTION	Building Code Inspection
		CA	Carpentry
		CABINET	Cabinet Construction
		CALL BACK	Client Requesting Additional Services After Phase Marked Work Completed
		CAMPUS STREET LIGHTING	Campus Street Lighting

		CAUS CC	CAUS Construction Coordinator
		CHILLED WATER DRAINS	Chilled Water Conditioner Drain Maintenance
		CLEAN UP	Campus Clean Up
		CONCRETE	Concrete Repair
		CREATE FLOOR PLAN	Create Floor Plan
		DESIGN REVIEW	Design Review
		DIRT	Grading, Excavation
		DIST ELECTRIC-CAMPUS	Distribution Electric – Campus
		DOOR MAINTENANCE	Door Maintenance
		DUCT WORK	Duct Work
		EL	Electrical Repair
		ELEV	Elevator Repair
		EMERGENCY TECH	Emergency Technician
		ENG CONSULTING	Engineering Consulting
		EQUIP	Equipment Repairs
		EXTERMINATING	Exterminating
		FIELD VERIFICATION	Field Verification
		FIRE	Fire Alarm Repair
		FLOOR	Floor Repair
		FLOOR PLAN UPDATE	Floor Plan Update
		GENERATOR	Generator Maintenance
		GLASS	Glass and Glazing
		GR	Grounds
		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSPECTION	Inspection
		INSULATING	Insulating
		KEY/LOCK	Key, Lock and Core Work
		LAB SUPPORT PIPING	Care of Air, Gas, Purified Water, Vacuum, Etc.
		LANDSCAPING	Landscaping and Fencing
		MAP/DATA REQUEST	Map and/or Data Request
		MASONRY	Masonry and Stone Work
		MECH-CHILLED WATER	Mechanical Chilled Water
		MECH-DOMESTIC WATER RM	Mechanical Domestic Water Room
		MECH-HOT WATER HEATING	Mechanical Hot Water Heating
		MECH-SANITARY SEWER	Mechanical Sanitary Sewer
		MECH-STORM SEWER	Mechanical Storm Sewer
		MECHANICAL-TUNNEL	Mechanical Tunnel

		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		PA	Paint
		PA-EXT	Painting Exterior
		PA-INT	Painting Interior
		PLANS REVIEW	Plans Review
		PLUMBING	Plumbing
		PREVENTIVE MAINTENANCE	Preventive Maintenance
		PROJECT MANAGEMENT	Project Management
		PROPERTY UPDATE	Property Update
		QU	Quarry – Hokiystone
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
		SHEETMETAL	Sheetmetal
		SIGNS	Signs and Barricades
		SNOW	Snow Removal
		SS	Room Signage
		STEAM FITTING	Steam Fitting
		STONE	Stone, Masonry and Brick
		STREET	Street Repair
		SURVEYING	Surveying
		TRASH	Trash Removal
		TREE	Tree
		TREE MISC	Tree Miscellaneous
		TREE PRUNING	Tree Pruning
		TREE REMOVAL	Tree Removal
		TREE STUMP	Tree Stump
		TREE-CONTRACT	Tree Contract
		UTILITY DIST – ADMIN	Utility Distribution – Administrative
		VANDALISM	Vandalism Repair
		WEATHER	Weather
		WELDING	Welding
		WINDOWS	Windows
	UBO	DRAWINGS	Drawings
		INSPECTION	Inspection
		REVIEW	Review
		SURVEY	Survey
		UBO AUXILIARY	University Building Official Auxiliary

		UBO CAPITAL	University Building Official Capital
		UBO SMALL CAPITAL	University Building Official Small Capital
		WEATHER	Weather
DSA	ADMIN	ADMINISTRATIVE	Administrative – Planning – Business Office
	CORRECTIVE MAINTENANCE	ALARM	Alarm
		BILLABLE	Billable
		BUILDING AUTOMATION	Building Automation
		CARPENTRY	Carpentry
		CLEANING	Cleaning
		CONTRACTOR	Contractor
		ELECTRICAL	Electrical Repair
		ELEVATOR	Elevator
		EQUIPMENT REPAIR	Equipment Repair
		FLOOR COVERING	Floor Covering
		FURNISHINGS	Furnishings
		HVAC	Heating, Ventilation and Air Conditioning
		INSURANCE	Insurance
		LOCKS	Locks
		PAINT	Paint
		PEST CONTROL	Pest Control
		PLUMBING	Plumbing
		PROJECTS	Projects
		REFRIGERATION	Refrigeration
		ROOFING	Roofing
	SIGNS	Signs	
	SPRINKLER	Sprinkler	
	VEHICLE	Vehicle	
	SCHEDULED MAINTENANCE	BUILDING AUTOMATIONS	Building Automation
		CARPENTRY	Carpentry
		CLEANING	Cleaning
		CONTRACTOR	Contractor
		ELECTRICAL	Electrical Repair
		ELEVATOR	Elevator
		EQUIPMENT REPAIR	Equipment Repair
		FLOOR COVERING	Floor Covering
		FURNISHINGS	Furnishings
HVAC		Heating, Ventilation and Air Conditioning	
INSPECTION		Inspection	
LOCKS		Locks	
PAINT	Paint		

		PEST CONTROL	Pest Control
		PLUMBING	Plumbing
		PM	Preventive Maintenance
		REFRIGERATION	Refrigeration
		ROOFING	Roofing
		SIGNS	Signs
		VEHICLE	Vehicle
FOUNDATION	BLANKET	HK	Housekeeping
		SIGNS	Signs
	CNTR	ADMIN	Administrative – Planning – Business Office
		ASBESTOS	Asbestos Removal
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		DESIGN	Design
		EL	Electrical Repair
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		HVAC	Heating, Ventilation and Air Conditioning
		MAP/DATA REQUEST	Map and/or Data Request
		MILLWRIGHT	Millwright
		PL	Plumbing
		PROJECT MANAGEMENT	Project Management
		PROPERTY UPDATE	Property Update
		RF	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		SHEETMETAL	Sheetmetal
		WEATHER	Weather
		WELDING	Welding
	MSA	5-YR CNTRL VLV INSP	5 Year Central Valve Inspection
		5-YR FDC TEST	5 Year Fire Department Connection Test
		5-YR INTERNAL PIPE INSP	5 Year Internal Pipe Inspection
		5-YR STANDPIPE INSP	5 Year Standpipe Inspection
		ADMIN	Administrative – Planning – Billing
		AHU MAINTENANCE	Air Handling Unit Maintenance
		BACKFLOW DEVICE	Backflow Device
		BAS MAINTENANCE	Building Automation System Maintenance

		BOILER MOINTENANCE	Boiler Maintenance
		CHEMICAL FIRE SUP SYS INS	Chemical Fire Suppression System Inspection
		CHEMICAL HOOD INSP	Chemical Hood Inspection
		CHILLER MAINTENANCE	Chiller Maintenance
		ELEV 5 YEAR WITNESS TEST	Elevator 5 Year Witness Test
		ELEV 5 YR TEST	Elevator 5 Year Test
		ELEVATOR INSP	Elevator Inspection
		ELEVATOR MAINTENANCE	Elevator Maintenance
		EMERGENCY LIGHT TEST	Emergency Light Test
		ENVELOPE INSP	Envelope Inspection
		FILTERS	Filters
		FIRE ALARM INSP TEST	Fire Alarm Inspection Test
		FIRE ALARM MONITOR	Fire Alarm Monitor
		FIRE BARRIER INSPECTION	Fire Barrier Inspection
		FIRE DAMPER INSPECTION	Fire Damper Inspection
		FIRE EXTINGUISHER INSP	Fire Extinguisher Inspection
		FIRE PUMP TESTING	Fire Pump Testing
		GENERATOR MAINTENANCE	Generator Maintenance
		ICE MACHINE MAINTENANCE	Ice Machine Maintenance
		METER MAINTENANCE	Meter Maintenance
		SMOKE PURGE FAN INSP	Smoke Purge Fan Inspection
		SPRINKLER INSP	Sprinkler Inspection
		WEATHER	Weather
	PM	PM	Preventive Maintenance
		WEATHER	Weather
	RENOVATIONS	ADMINISTRATION	Administrative – Planning – Business Office
		AE	Architect/Engineer Contract
		AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		BA	Building Automation/HVAC Balancing
		CA	Carpentry
		CG	Contingency
		CHANGE ORDER	Change Order-Renovations
		CN	Communication Network Services (now NI&S)
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		CS	Construction
		DOOR MAINTENANCE	Door Maintenance
		DS	Design
		EF	Equipment/Furnishings
		ESTIMATING	Estimating

		FILED VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		FS	Facilities Safety
		GR	Grounds
		HK	Housekeeping
		INSPECTION	Inspection
		INSULATING	Insulating
		IS	Inspection
		KS	Key Shop
		LOCATE UTILITIES	Locate Utilities on Campus
		MAP/DATA REQUEST	Map and/or Data Request
		ME	Material Expeditor
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		OD	On-Demand (Prequalified and Approved Contractors)
		PA	Paint
		PAINT	Any Painting
		PC	Project Coordinator
		PHASE PLANNING	Initial Setup of Phases Within a Work Order
		PL	Plans Library
		PLANNING	Planning
		PLUMBING	Plumbing
		PM	Project Management
		PP	Phase Planning
		PROJECT MANAGEMENT	Project Management, Design, Estimating, Etc.
		PROPERTY UPDATE	Property Update
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
		SHEETMETAL	Sheetmetal
		SS	Sign Shop
		WA	Warranty
		WEATHER	Weather
	SERVICE	ADMINISTRATION	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		ATHLETICS PM	Athletics Project Manager

		CA	Carpentry
		CABINET	Cabinet Construction
		CAMPUS STREET LIGHTING	Campus Street Lighting
		CAUS CC	CAUS Construction Coordinator
		CLEAN UP	Campus Clean Up
		CONCRETE	Concrete Repair
		CREATE FLOOR PLAN	Create Floor Plan
		DIRT	Grading, Excavation
		DIST ELECTRIC-CAMPUS	District Electric – Campus
		DOOR MAINTENANCE	Door Maintenance
		DUCT WORK	Duct Work
		EL	Electrical Repair
		ELEV	Elevator Repair
		EQUIP	Equipment Repairs
		FIELD VERIFICATION	Field Verification
		FIRE	Fire Alarm Repair
		FLOOR	Floor Repair
		FLOOR PLAN UPDATE	Floor Plan Update
		GLASS	Glass and Glazing
		GR	Grounds
		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSULATING	Insulating
		KEY/LOCK	Key, Lock and Core Work
		LANDSCAPING	Landscaping and Fencing
		MAP/DATA REQUSET	Map and/or Data Request
		MECH-CHILLED WATER	Mechanical Chilled Water
		MECH-DOMESTIC WATER RM	Mechanical Domestic Water Room
		MECH-HOT WATER HEATING	Mechanical Hot Water Heating
		MECH-SANITARY SEWER	Mechanical Sanitary Sewer
		MECH-STORM SEWER	Mechanical Storm Sewer
		MECHANICAL-TUNNEL	Mechanical Tunnel
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		PA	Paint
		PA-EXT	Painting – Exterior
		PA-INT	Painting – Interior
		PLUMBING	Plumbing
		PM	Project Management
		PROPERTY UPDATE	Property Update
		QU	Quarry – Hokiestone

INS		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers	
		RO	Roofing	
		ROOM DATA UPDATE	Room Data Update	
		ROOM NUMBER REVIEW	Room Number Review	
		ROUGH GRADING	Rough Grading	
		SHEETMETAL	Sheetmetal	
		SIGNS	Signs and Barricades	
		SNOW	Snow Removal	
		STEAM FITTING	Steam Fitting	
		STONE	Stone, Masonry, Brick	
		STREET	Street Repair	
		TRASH	Trash Removal	
		UTILITY DIST – ADMIN	Utility Distribution – Administrative	
		VANDALISM	Vandalism Repair	
		WEATHER	Weather	
		WELDING	Welding	
		WINDOWS	Window Repair	
		UBO	DRAWINGS	Drawings
			INSPECTION	Inspection
			REVIEW	Review
	SURVEY		Survey	
	UBO AUXILIARY		University Building Official Auxiliary	
	UBO CAPITAL		University Building Official Capital	
	UBO SMALL CAPITAL		University Building Official Small Capital	
	WEATHER		Weather	
	CNTR	ADMIN	Administrative – Planning – Business Office	
		CONSTRUCTION	Construction	
		DESIGN	Design	
		PLANS	Plans Library	
		PROJECT MANAGEMENT	Project Management	
		TREE	Tree	
	REM	AE	Architect/Engineer Contract	
		AIR QUALITY	Air Quality	
		ASBESTOS	Asbestos Removal	
		BA	Building Automation/HVAC Balancing	
		CA	Carpentry	

		CABINET	Cabinet Construction
		CAMPUS STREET LIGHTING	Campus Street Lighting
		CG	Contingency
		CLEAN UP	Campus Clean Up
		CN	Communication Network Services (Now NI&S)
		CONCRETE	Concrete Repair
		CS	Construction
		DIRT	Grading, Excavation
		DIST ELECTRIC – CAMPUS	Distributed Electric – Campus
		DOOR MAINTENANCE	Door Maintenance
		DS	Design
		DUCT WORK	Duct Work
		EF	Equipment/Furnishings
		EL	Electrical Repair
		ELEV	Elevator Repair
		EQUIP	Equipment Repairs
		EXTERMINATING	Exterminating
		FIRE	Fire Alarm Repair
		FLOOR	Floor Repair
		FS	Facilities Safety
		GLASS	Glass and Glazing
		GR	Grounds
		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSULATING	Insulating
		IS	Inspection
		KEY/LOCK	Key, Lock and Core Work
		LANDSCAPING	Landscaping and Fencing
		ME	Material Expeditor
		MECH-CHILLED WATER	Mechanical Chilled Water
		MECH-DOMESTIC WATER RM	Mechanical Domestic Water Room
		MECH-HOT WATER HEATING	Mechanical Hot Water Heating
		MECH-SANITARY SEWER	Mechanical Sanitary Sewer
		MECHANICAL-TUNNEL	Mechanical Tunnel
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving/Hauling
		OD	On-Demand (Prequalified and Approved Contractors)

		PA	Paint
		PA-EXT	Painting Exterior
		PA-INT	Painting Interior
		PC	Project Coordinator
		PL	Plans Library
		PLANNING	Planning
		PLUMBING	Plumbing
		PM	Project Management
		PP	Phase Planning
		QU	Quarry – Hokiestone
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROUGH GRADING	Rough Grading
		SHEET METAL	Sheet Metal
		SHEETMETAL	Sheetmetal
		SIGNAGE	Signage
		SIGNS	Signs and Barricades
		SNOW	Snow Removal
		STEAM FITTING	Steam Fitting
		STONE	Stone, Masonry, Brick
		STREET	Street Repair
		TRASH	Trash Removal
		TREE	Tree
		UTILITY DIST – ADMIN	Utility Distribution – Administrative
		VANDALISM	Vandalism Repair
		WA	Warranty
		WELDING	Welding
		WINDOWS	Window Repair
	REPAIR	ADMIN	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		CA	Carpentry
		CABINET	Cabinet Construction
		CAMPUS STREET LIGHTING	Campus Street Lighting
		CLEAN UP	Campus Clean Up
		CONCRETE	Concrete Repair
		CONSTRUCTIN	Construction
		DIRT	Grading, Excavation

		DIST ELECTRIC-CAMPUS	Distributed Electric – Campus
		DOOR MAINTENANCE	Door Maintenance
		DUCT WORK	Duct Work
		EL	Electrical Repair
		ELEV	Elevator Repair
		EQUIP	Equipment Repairs
		EXTERMINATING	Exterminating
		FIRE	Fire Alarm Repair
		FLOOR	Floor Repair
		GLASS	Glass and Glazing
		GR	Grounds
		HK	Housekeeping
		HVAC	Heaving, Ventilation and Air Conditioning
		INSULATING	Insulating
		KEY/LOCK	Key, Lock and Core Work
		LANDSCAPING	Landscaping and Fencing
		MECH-CHILLED WATER	Mechanical Chilled Water
		MECH-DOMESTIC WATER RM	Mechanical Domestic Water Room
		MECH-HOT WATER HEATING	Mechanical Hot Water Heating
		MECH-SANITARY SEWER	Mechanical Sanitary Sewer
		MECHANICAL-TUNNEL	Mechanical Tunnel
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		PA	Paint
		PA-EXT	Paint Exterior
		PA-INT	Paint Interior
		PC	Project Coordination
		PLUMBING	Plumbing
		PM	Project Management
		QU	Quarry – Hokiystone
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROUGH GRADING	Rough Grading
		SHEET METAL	Sheet Metal
		SHEETMETAL	Sheetmetal
		SIGNAGE	Signage
		SIGNS	Signs and Barricades

		SNOW	Snow Removal	
		STEAM FITTING	Steam Fitting	
		STONE	Stone, Masonry, Brick	
		STREET	Street Repair	
		TRASH	Trash Removal	
		TREE	Tree	
		UTILITY DIST-ADMIN	Utility Distribution Administrative	
		VANDALISM	Vandalism Repair	
		VEHICLE	Vehicle Repair	
		WELDING	Welding	
		WINDOWS	Window Repair	
		RNV	ADMIN	Administrative – Planning – Business Office
			PROJECT MANAGEMENT	Project Management
MR	ADA	AARB REVIEW	AARB Review	
		ADMIN	Administrative – Planning – Business Office	
		AE	Architect/Engineer Contract	
		AIR QUALITY	Air Quality	
		ASBESTOS	Asbestos Removal	
		BA	Building Automation/HVAC Balancing	
		CA	Carpentry	
		CG	Contingency	
		CHANGE ORDER	Change Order – Renovations	
		CN	Communication Network Services (Now NI&S)	
		CONSTRUCTION	Construction	
		CREATE FLOOR PLAN	Create Floor Plan	
		CS	Construction	
		DESIGN REVIEW	Design Review	
		DOOR MAINTENANCE	Door Maintenance	
		DS	Design	
		EF	Equipment/Furnishings	
		ELEV INSP	Elevator Inspection	
		ELEV REPAIR	Elevator Repair	
		ESTIMATING	Estimating	
		FIELD VERIFICATION	Field Verification	
		FLOOR PLAN UPDATE	Floor Plan Update	
		FS	Facilities Safety	
GR	Grounds			
HK	Housekeeping			

		HVAC	Heating, Ventilation and Air Conditioning
		INSPECTION	Inspection
		INSULATING	Insulating
		IS	Inspection
		KS	Key Shop
		MAP/DATA REQUST	Map and/or Data Request
		ME	Material Expeditor
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving/Hauling
		OD	On-Demand (Prequalified and Approved Contractors)
		PA	Paint
		PAINT	Any Painting
		PC	Project Coordinator
		PHASE PLANNING	Initial Setup of Phases Within a Work Order
		PL	Plans Library
		PLANNING	Planning
		PLUMBING	Plumbing
		PM	Project Management
		PP	Phase Planning
		PROJECT MANAGEMENT	Project Management, Design, Estimating, Etc.
		PROPERTY UPDATE	Property Update
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
		SHEETMETAL	Sheetmetal
		SS	Sign Shop
		WA	Warranty
		WEATHER	Weather
	CNTR	ADA	ADA
		ADMIN	Administrative – Planning – Business Office
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		DESIGN	Design
		EL	Electrical Repair
		ELEV	Elevator
		EXT/BLDG ENV	Exterior Building Envelope

		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		GPS/LAND SURVEY	GPS/Land Survey
		GROUNDS	Grounds
		HVAC	Heating, Ventilation and Air Conditioning
		INFRASTRUCTURE	Infrastructure
		INTERIOR	Interior
		KEY/LOCK	Key/Lock
		LIFE SAFETY	Life Safety
		MAP/DATA REQUEST	Map and/or Data Request
		MILLWRIGHT	Millwright
		PL	Plumbing
		PLANNING	Planning
		PLANS LIBRARY	Plans Library
		PROJECT MANAGEMENT	Project Management
		PROPERTY UPDATE	Property Update
		RF	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		SHEETMETAL	Sheetmetal
		SIGNS	Signs
		TREE MISC	Tree Miscellaneous
		TREE PRUNING	Tree Pruning
		TREE REMOVAL	Tree Removal
		TREE STUMP	Tree Stump
		UTILITY	Utility
		WEATHER	Weather
		WELDING	Welding
	ENRG/SUST	AARB REVIEW	AARB Review
		ADMIN	Administrative – Planning – Business Office
		AE	Architect/Engineer Contract
		AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		BA	Building Automation/HVAC Balancing
		CA	Carpentry
		CG	Contingency
		CHANGE ORDER	Change Order – Renovations
		CN	Communication Network Services (Now NI&S)
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		CS	Construction

		DESIGN REVIEW	Design Review
		DS	Design
		EF	Equipment/Furnishings
		ESTIMATING	Estimating
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		FS	Facilities Safety
		GR	Grounds
		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSPECTION	Inspection
		INSULATING	Insulating
		IS	Inspection
		KS	Key Shop
		MAP/DATA REQUEST	Map and/or Data Request
		ME	Material Expeditor
		METER MAINTENANCE	Meter Maintenance
		MH	Moving and Hauling
		MILLWRIGHT	Millwright
		OD	On-Demand (Prequalified and Approved Contractors)
		PA	Paint
		PAINT	Any Painting
		PC	Project Coordinator
		PHASE PLANNING	Initial Setup of Phases Within a Workorder
		PL	Plans Library
		PLANNING	Planning
		PLUMBING	Plumbing
		PM	Project Management
		PP	Phase Planning
		PROJECT MANAGEMENT	Project Management, Design, Estimating, Etc.
		PROPERTY UPDATE	Property Update
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		SS	Sign Shop
		WA	Warranty
		WEATHER	Weather
	EXT/BLDG ENV	AARB REVIEW	AARB Review

		ADMIN	Administrative – Planning – Business Office
		AE	Architect/Engineer Contract
		AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		BA	Building automations/HVAC Balancing
		CA	Carpentry
		CG	Contingency
		CHANGE ORDER	Change Order – Renovations
		CN	Communication Network Services (Now NI&S)
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		CS	Construction
		DESIGN REVIEW	Design Review
		DOOR MAINTENANCE	Door Maintenance
		DS	Design
		EF	Equipment/Furnishings
		EL	Electrical Repair
		ESTIMATING	Estimating
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		FS	Facilities Safety
		GR	Grounds
		HK	Housekeeping
		INSPECTION	Inspection
		INSULATING	Insulating
		IS	Inspection
		KS	Key Shop
		MAP/DATA REQUEST	Map and/or Data Request
		ME	Material Expeditor
		MH	Moving and Hauling
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		OD	On-Demand (Prequalified and Approved Contractors)
		PA	Paint
		PAINT	Any Painting
		PC	Project Coordinator
		PHASE PLANNING	Initial Setup of Phases Within a Workorder
		PL	Plans Library
		PLANNING	Planning
		PLUMBING	Plumbing

		PM	Project Management
		PP	Phase Planning
		PROJECT MANAGEMENT	Project Management, Design, Estimating, Etc.
		PROPERTY UPDATE	Property Update
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		SHEETMETAL	Sheetmetal
		SS	Sign Shop
		TREE MISC	Tree Miscellaneous
		TREE PRUNING	Tree Pruning
		TREE REMOVAL	Tree Removal
		TREE STUMP	Tree Stump
		TREE-CONTRACT	Tree Contract
		WA	Warranty
		WEATHER	Weather
	HVAC/MEP	AARB REVIEW	AARB Review
		ADMIN	Administrative – Planning – Business Office
		AE	Architect/Engineer Contract
		AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		BA	Building Automations/HVAC Balancing
		CA	Carpentry
		CG	Contingency
		CHANGE ORDER	Change Order – Renovations
		CN	Communication Network Services (Now NI&S)
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		CS	Construction
		DESIGN REVIEW	Design Review
		DS	Design
		EF	Equipment/Furnishings
		EL	Electrical Repair
		ESTIMATING	Estimating
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		FS	Facilities Safety
		GR	Grounds

		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSPECTION	Inspection
		INSULATING	Insulating
		IS	Inspection
		KS	Key Shop
		MAP/DATA REQUEST	Map and/or Data Request
		ME	Material Expeditor
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		OD	On-Demand (Prequalified and Approved Contractors)
		PA	Paint
		PAINT	Any Painting
		PC	Project Coordinator
		PHASE PLANNING	Initial Setup of Phases Within a Work Order
		PL	Plans Library
		PLANNING	Planning
		PLUMBING	Plumbing
		PM	Project Management
		PP	Phase Planning
		PROJECT MANAGEMENT	Project Management, Design, Estimating, Etc.
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		SHEETMETAL	Sheetmetal
		SS	Sign Shop
		WA	Warranty
		WEATHER	Weather
		WELDING	Welding
	INFRASTRUCTURE	AARB REVIEW	AARB Review
		ADMIN	Administrative – Planning – Business Office
		AE	Architect/Engineering Contract
		ASBESTOS	Asbestos Removal
		BA	Building Automation/HVAC Balancing
		CA	Carpentry

		CG	Contingency
		CHANGE ORDER	Change Order – Renovations
		CN	Communication Network Services (Now NI&S)
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		CS	Construction
		DESIGN REVIEW	Design Review
		DS	Design
		EF	Equipment/Furnishings
		ESTIMATING	Estimating
		FIELD VERIFICATION	Field Verification
		FIRE PROTECTION	Fire Protection
		FLOOR PLAN UPDATE	Floor Plan Update
		FS	Facilities Safety
		GR	Grounds
		HK	Housekeeping
		INSPECTION	Inspection
		INSULATING	Insulating
		IS	Inspection
		KS	Key Shop
		MACHINING	Machining
		MAP/DATA REQUEST	Map and/or Data Request
		ME	Material Expeditor
		MILLWRIGHT	Millwright
		OD	On-Demand (Prequalified and Approved Contractors)
		PA	Paint
		PAINT	Any Painting
		PC	Project Coordinator
		PLASE PLANNING	Initial Setup of Phases Within a Workorder
		PL	Plans Library
		PLANNING	Planning
		PLUMBING	Plumbing
		PM	Project Management
		PP	Phase Planning
		PROJECT MANAGEMENT	Project Management, Design, Estimating, Etc.
		PROPERTY UPDATE	Property Update
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update

		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
		SS	Sign Shop
		WA	Warranty
		WEATHER	Weather
		WELDING	Welding
	INTERIOR	AARB REVIEW	AARB Review
		ADMIN	Administrative – Planning – Business Office
		AE	Architect/Engineer Contract
		AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		BA	Building Automations/HVAC Balancing
		CA	Carpentry
		CARPET	Carpet
		CG	Contingency
		CHANGE ORDER	Change Order – Renovations
		CN	Communication Network Services (Now NI&S)
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		CS	Construction
		DESIGN REVIEW	Design Review
		DOOR MAINTENANCE	Door Maintenance
		DS	Design
		EF	Equipment/Furnishings
		ESTIMATING	Estimating
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		FS	Facilities Safety
		GR	Grounds
		HK	Housekeeping
		INSPECTION	Inspection
		INSULATING	Insulating
IS	Inspection		
KS	Key Shop		
MAP/DATA REQUEST	Map and/or Data Request		
ME	Material Expeditor		
MILLWRIGHT	Millwright		
MOVING/HAULING	Moving and Hauling		
OD	On-Demand (Prequalified and Approved Contractors)		
PA	Paint		
PAINT	Any Painting		

		PC	Project Coordinator
		PLASE PLANNING	Initial Setup of Phases Within a Workorder
		PL	Plans Library
		PLANNING	Planning
		PLUMBING	Plumbing
		PM	Project Management
		PP	Phase Planning
		PROJECT MANAGEMENT	Project Management, Design, Estimating, Etc.
		PROPERTY UPDATE	Property Update
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		SHEETMETAL	Sheetmetal
		SS	Sign Shop
		WA	Warranty
		WEATHER	Weather
		WELDING	Welding
	LIFE SAFETY	AARB REVIEW	AARB Review
		ADMIN	Administrative – Planning – Business Office
		AE	Architect/Engineer Contract
		AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		BA	Building Automation/HVAC Balancing
		CA	Carpentry
		CG	Contingency
		CHANGE ORDER	Change Order – Renovations
		CN	Communication Network Services (Now NI&S)
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		CS	Construction
		DESIGN REVIEW	Design Review
		DOOR MAINTENANCE	Door Maintenance
		DS	Design
		EF	Equipment/Furnishings
		ESTIMATING	Estimating
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update

		FS	Facilities Safety
		GR	Grounds
		HK	Housekeeping
		INSPECTION	Inspection
		INSULATING	Insulating
		IS	Inspection
		KS	Key Shop
		MAP/DATA REQUEST	Map and/or Data Request
		ME	Material Expeditor
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		OD	On-Demand (Prequalified and Approved Contractors)
		PA	Paint
		PAINT	Any Painting
		PC	Project Coordinator
		PLASE PLANNING	Initial Setup of Phases Within a Work Order
		PL	Plans Library
		PLANNING	Planning
		PLUMBING	Plumbing
		PM	Project Management
		PP	Phase Planning
		PROJECT MANAGEMENT	Project Management, Design, Estimating, Etc.
		PROPERTY UPDATE	Property Update
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
		SHEETMETAL	Sheetmetal
		SS	Sign Shop
		WA	Warranty
		WEATHER	Weather
	RNV	AARB REVIEW	AARB Review
		ADA	ADA
		ADMIN	Administrative – Planning – Business Office
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		DESIGN REVIEW	Design Review
		EL	Electrical Repair

		EXT/BLDG ENV	Exterior Building Envelope
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		GROUNDS	Grounds
		HVAC	Heating, Ventilation and Air Conditioning
		INFRASTRUCTURE	Infrastructure
		INTERIOR	Interior
		LIFE SAFETY	Life Safety
		MAP/DATA REQUEST	Map and/or Data Request
		MOVING/HAULING	Moving and Hauling
		PL	Plumbing
		PROJECT MANAGEMENT	Project Management
		PROPERTY UPDATE	Property Update
		RF	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		TREE HEALTH CARE	Tree Health Care
		TREE MIS	Tree Miscellaneous
		TREE PLANTING	Tree Planting
		TREE PRUNING	Tree Pruning
		TREE REMOVAL	Tree Removal
		TREE STUMP	Tree Stump
		TREE-CONTRACT	Tree – Contractual
		TREE-CONTRACT HEALTH CARE	Tree Health Care – Contractual
		TREE-CONTRACT PLANTING	Tree Planting – Contractual
		TREE-CONTRACT PRUNING	Tree Pruning – Contractual
		TREE-CONTRACT REMOVAL	Tree Removal - Contractual
	ROOF	AARB REVIEW	AARB Review
		ADMIN	Administrative – Planning – Business Office
		AE	Architect/Engineer Contract
		AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		BA	Building Automation/HVAC Balancing
		CA	Carpentry
		CG	Contingency
		CHANGE ORDER	Change Order – Renovations
		CN	Communication Network Services (Now NI&S)
		CONSTRUCTION	Construction
		CREATE FLOOR PLAN	Create Floor Plan
		CS	Construction

		DESIGN REVIEW	Design Review
		DS	Design
		EF	Equipment/Furnishings
		ESTIMATING	Estimating
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		FS	Facilities Safety
		GR	Grounds
		HK	Housekeeping
		INSPECTION	Inspection
		INSULATING	Insulating
		IS	Inspection
		KS	Key Shop
		MAP/DATA REQUEST	Map and/or Data Request
		ME	Material Expeditor
		MILLWRIGHT	Millwright
		OD	On-Demand (Prequalified and Approved Contractors)
		PA	Paint
		PAINT	Any Painting
		PC	Project Coordinator
		PLASE PLANNING	Initial Setup of Phases Within a Work Order
		PL	Plans Library
		PLANNING	Planning
		PLUMBING	Plumbing
		PM	Project Management
		PP	Phase Planning
		PROJECT MANAGEMENT	Project Management, Design, Estimating, Etc.
		PROPERTY UPDATE	Property Update
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		SHEETMETAL	Sheetmetal
		SS	Sign Shop
		WA	Warranty
		WEATHER	Weather
OP	CENTRAL FUNDING	E&G NATURAL GAS-HEATING	E&G Natural Gas – Heating
		MANAGEMENT	Management
		PAINTING	Painting
		SEWAGE SERVICE	Sewage Service

		WATER SERVICE	Water Service
		WATER STORAGE TANK	Water Storage Tank
		WEATHER	Weather
CM		ADMIN	Administrative Charges Such as a Building Permit Fee
		AIR QUALITY	Air Quality
		ANALYSIS/DESIGN	Analysis/Design
		ANIMAL CONTROL	Animal Control
		ASBESTOS	Asbestos Removal
		BMP-REPAIR	Best Management Practice Repair
		CA	Carpentry
		CABINET	Cabinet Construction
		CALL BACK	Client Requesting Additional Services After Phase Marked Work Completed
		CAMPUS STREET LIGHTING	Campus Street Lighting
		CHILLED WATER DRAINS	Chilled Water Conditioner Drain Cleaning and Maintenance
		CLEAN UP	Campus Clean Up
		COMMISSIONING	Commissioning
		CONCRETE	Concrete Repair
		CREATE FLOOR PLAN	Create Floor Plan
		CW	Chilled Water
		DIRT	Grading, Excavation
		DIST ELECTRIC-CAMPUS	Distributed Electric-Campus
		DOOR MAINTENANCE	Door Maintenance
		DUCT WORK	Duct Work
		EL	Electrical Repair
		ELECTRICAL LOCATE	Electrical Locate
		ELEV	Elevator Repair
		ELEV CALLBACK	Elevator Callback
		ELEV INSP	Elevator Inspection
		ELEV REPAIR	Elevator Repair
		ELEV SERVICE	Elevator Service
		EMERGENCY TECH	Emergency Technician
		ENERGY PROJECT	Energy Management Project
		ENG CONSULTING	Engineering Consulting
		ENTRAPMENT	Entrapment
		EQUIP	Equipment Repairs
		EROSION CONTROL	Erosion Control
		EXTERMINATING	Exterminating
		EXTERMINATING-CONTRACT	Exterminating – Contractual
		EXTERMINATING-GROUNDS	Exterminating – Grounds

		FIELD VERIFICATION	Field Verification
		FIRE	Fire Alarm Repair
		FLOOR	Floor Repair
		FLOOR PLAN UPDATE	Floor Plan Update
		GENERATOR	Generator Maintenance
		GLASS	Glass and Glazing
		GR	Grounds
		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSPECTION	Inspection
		INST	Instrumentation
		INSULATING	Insulating
		KEY/LOCK	Key, Lock and Core Work
		LAB SUPPORT PIPING	Care of Air, Gas, Purified Water, Vacuum, Etc.
		LANDSCAPING	Landscaping and Fencing
		LEASE	Lease
		LEASE BALLASTS	Lease Ballasts
		LEASE BASE YEAR	Lease Base Year
		LEASE CARPENTRY	Lease Carpentry
		LEASE CEILING TILES	Lease Ceiling Tiles
		LEASE CUSTODIAL	Lease Custodial
		LEASE ELECTRICAL	Lease Electrical Repair
		LEASE ELEVATOR	Lease Elevator
		LEASE EXTERIOR TRASH	Lease Exterior Trash
		LEASE EXTERMINATING	Lease Exterminating
		LEASE HVAC	Lease Heating, Ventilation and Air Conditioning
		LEASE KEYS	Lease Keys
		LEASE LIGHTS	Lease Lights
		LEASE MOWING	Lease Mowing
		LEASE PLUMBING	Lease Plumbing
		LEASE ROOF	Lease Roof
		LEASE SNOW AND ICE	Lease Snow and Ice
		LEASE TOILET	Lease Toilet
		LEASE TRASH	Lease Trash
		LEASE UTILITY	Lease Utility
		LEASE WINDOWS	Lease Windows
		MACHINIST	Machinist
		MAP/DATA REQUEST	Map and/or Data Request
		MASONRY	Masonry and Stone Work
		MECH-CHILLED WATER	Mechanical Chilled Water
		MECH-DOMESTIC WATER RM	Mechanical Domestic Water Room

		MECH-HOT WATER HEATING	Mechanical Hot Water Heating
		MECH-SANITARY SEWER	Mechanical Sanitary Sewer
		MECH-STORM SEWER	Mechanical Storm Sewer
		MECHANICAL-TUNNEL	Mechanical Tunnel
		MECHANICAL LOCATES	Mechanical Locate of Any Utility Lines
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		OPERATIONS	Daily Operations
		OUTDOOR LIGHTING	Outdoor Lighting
		PA	Paint
		PA-EXT	Paint – Exterior
		PA-INT	Paint – Interior
		PIPEFITTING	Pipefitting
		PLUMBING	Plumbing
		PREVENTIVE MAINT	Preventive Maintenance
		PROPERTY UPDATE	Property Update
		QU	Quarry – Hokiestone
		READY	Ready Request
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
		SHEETMETAL	Sheetmetal
		SIGNS	Signs and Barricades
		SNOW	Snow Removal
		STEAM FITTING	Steam Fitting
		STONE	Stone, Masonry, Brick
		STREET	Street Repair
		SUPERVISION	Supervision
		SURVEY/INVENTORY	Survey/Inventory
		SURVEYING	Surveying
		TRASH	Trash Removal
		TREE	Tree
		TREE EMERGENCY	Tree Emergency
		TREE HEALTH CARE	Tree Health Care
		TREE MISC	Tree Miscellaneous
		TREE PLANTING	Tree Planting
		TREE PRUNING	Tree Pruning
		TREE REMOVAL	Tree Removal
		TREE STUMP	Tree Stump

		TREE-CONTRACT	Tree – Contractual
		TREE-CONTRACT HEALTH CARE	Tree Health Care – Contractual
		TREE-CONTRACT PLANTING	Tree Planting – Contractual
		TREE-CONTRACT PRUNING	Tree Pruning – Contractual
		TREE-CONTRACT REMOVAL	Tree Removal – Contractual
		UTILITY DIST-ADMIN	Utility Distribution – Administrative
		VANDALISM	Vandalism Repair
		WEATHER	Weather
		WELDING	Welding
		WINDOWS	Window Repair
	DEF	AIR QUALITY	Air Quality
		CREATE FLOOR PLAN	Create Floor Plan
		DOOR MAINTENANCE	Door Maintenance
		EMERGENCY TECH	Emergency Technician
		EXTERMINATING	Exterminating
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		MAP/DATA REQUEST	Map and/or Data Request
		MOVING/HAULING	Moving and Hauling
		PLUMBING	Plumbing
		PROPERTY UPDATE	Property Update
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
		SHEETMETAL	Sheetmetal
		TREE	Tree
		WEATHER	Weather
	EVNT	AIR QUALITY	Air Quality
		ASBESTOS	Asbestos Removal
		CA	Carpentry
		CABINET	Cabinet Construction
		CAMPUS STREET LIGHTING	Campus Street Lighting
		CLEAN UP	Campus Clean Up
		COMMUNITY	Community
		CONCRETE	Concrete Repair
		CREATE FLOOR PLAN	Create Floor Plan
		DIRT	Grading, Excavation
		DIST ELECTRIC-CAMPUS	Distributed Electric – Campus
		DOOR MAINTENANCE	Door Maintenance
		DUCT WORK	Duct Work
		EL	Electrical Repair

		ELEV	Elevator Repair
		EMERGENCY EVENT	Emergency Event
		EMERGENCY TECH	Emergency Technician
		EQUIP	Equipment Repairs
		FIELD VERIFICATION	Field Verification
		FIRE	Fire Alarm Repair
		FLOOR	Floor Repair
		FLOOR PLAN UPDATE	Floor Plan Update
		GLASS	Glass and Glazing
		GR	Grounds
		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
		INSULATING	Insulating
		KEY/LOCK	Key, Lock and Core Work
		LANDSCAPING	Landscaping and Fencing
		MAP/DATA REQUEST	Map and/or Data Request
		MECH-CHILLED WATER	Mechanical Chilled Water
		MECH-DOMESTIC WATER RM	Mechanical Domestic Water Room
		MECH-HOT WATER HEATING	Mechanical Hot Water Heating
		MECH-SANITARY SEWER	Mechanical Sanitary Sewer
		MECHANICAL-TUNNEL	Mechanical Tunnel
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		PA	Paint
		PA-EXT	Paint – Exterior
		PA-INT	Paint – Interior
		PLUMBING	Plumbing
		PROPERTY UPDATE	Property Update
		QU	Quarry – Hokiystone
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
		SHEETMETAL	Sheetmetal
		SIGNS	Signs and Barricades
		SNOW	Snow Removal
		STEAM FITTING	Steam Fitting
		STONE	Stone, Masonry, Brick
		STREET	Street Repair

		TRASH	Trash Removal
		TREE	Tree
		UTILITY DIST-ADMIN	Utility Distribution – Administrative
		VANDALISM	Vandalism Repair
		WEATHER	Weather
		WELDING	Welding
		WINDOWS	Window Repair
	MOD	ADMIN	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		ANALYSIS/DESIGN	Analysis/Design
		ASBESTOS	Asbestos Removal
		CA	Carpentry
		CABINET	Cabinet Construction
		CALL BACK	Client Requesting Additional Services After Phase Marked Work Completed
		CAMPUS STREET LIGHTING	Campus Street Lighting
		CAUS CC	CAUS Construction Coordinator
		CLEAN UP	Campus Clean Up
		CONCRETE	Concrete Repair
		CREATE FLOOR PLAN	Create Floor Plan
		DIRT	Grading, Excavation
		DIST ELECTRIC-CAMPUS	Distributed Electric-Campus
		DOOR MAINTENANCE	Door Maintenance
		DUCT WORK	Duct Work
		EL	Electrical Repair
		ELEV	Elevator Repair
		EMERGENCY TECH	Emergency Technician
		ENG CONSULTING	Engineering Consulting
		EQUIP	Equipment Repairs
		EXTERMINATING	Exterminating
		FIELD VERIFICATION	Field Verification
		FIRE	Fire Alarm Repair
		FLOOR	Floor Repair
		FLOOR PLAN UPDATE	Floor Plan Update
		GLASS	Glass and Glazing
		GR	Grounds
		HK	Housekeeping
		HVAC	Heating, Ventilation and Air Conditioning
	INSPECTION	SID Inspections	
	INST	Instrumentation	

		INSULATING	Insulating
		KEY/LOCK	Key, Lock and Core Work
		LANDSCAPING	Landscaping and Fencing
		MAP/DATA REQUEST	Map and/or Data Request
		MASONRY	Masonry and Stone Work
		MECH-CHILLED WATER	Mechanical Chilled Water
		MECH-DOMESTIC WATER RM	Mechanical Domestic Water Room
		MECH-HOT WATER HEATING	Mechanical Hot Water Heating
		MECH-SANITARY SEWER	Mechanical Sanitary Sewer
		MECH-STORM SEWER	Mechanical Storm Sewer
		MECHANICAL-TUNNEL	Mechanical Tunnel
		MILLWRIGHT	Millwright
		MOVING/HAULING	Moving and Hauling
		PA	Paint
		PA-EXT	Paint – Exterior
		PA-INT	Paint – Interior
		PLANS REVIEW	Plans Review
		PLUMBING	Plumbing
		PROJECT MANAGEMENT	Project Management
		PROPERTY UPDATE	Property Update
		QU	Quarry – Hokiystone
		RF	Refrigeration, Air Conditioning Units, Walk-In Coolers and Freezers
		RO	Roofing
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		ROUGH GRADING	Rough Grading
		SHEETMETAL	Sheetmetal
		SIGNAGE	Signage
		SIGNS	Signs and Barricades
		SNOW	Snow Removal
		STEAM FITTING	Steam Fitting
		STONE	Stone, Masonry, Brick
		STREET	Street Repair
		SURVEYING	Surveying
		TRASH	Trash Removal
		TREE	Tree
		UTILITY DIST-ADMIN	Utility Distribution-Administrative
		VANDALISM	Vandalism Repair
		WARRANTY	Warranty
		WEATHER	Weather

		WELDING	Welding
		WINDOWS	Window Repair
	PM	ADMIN	Administrative – Planning – Business Office
		AIR QUALITY	Air Quality
		CALL BACK	Client Requesting Additional Services After Phase Marked Work Completed
		CREATE FLOOR PLAN	Create Floor Plan
		CW	Chilled Water
		DOOR MAINTENANCE	Door Maintenance
		EL	Electrician
		EMERGENCY TECH	Emergency Technician
		EXTERMINATING	Exterminating
		EXTERMINATING–CONTRACT	Exterminating – Contractual
		FIELD VERIFICATION	Field Verification
		FLOOR PLAN UPDATE	Floor Plan Update
		INSPECTION	Inspection
		INST	Instrumentation
		MAP/DATA REQUEST	Map and/or Data Request
		MECH-STORM SEWER	Mechanical Storm Sewer
		MOVING/HAULING	Moving and Hauling
		OPERATIONS	Scheduled Operations
		PLUMBING	Plumbing
		PM	Preventive Maintenance
		PROPERTY UPDATE	Property Update
		ROOM DATA UPDATE	Room Data Update
		ROOM NUMBER REVIEW	Room Number Review
		SHEETMETAL	Sheetmetal
		SUPERVISION	Supervision
		TREE	Tree
		TREE MISC	Tree Miscellaneous
	TREE PRUNING	Tree Pruning	
	TREE REMOVAL	Tree Removal	
	TREE STUMP	Tree Stump	
	WEATHER	Weather	
UBO	DRAWINGS	Drawings	
	INSPECTION	Inspection	
	REVIEW	Review	
	SURVEY	Survey	
	UBO ADMINISTRATION	University Building Official Administration	
SECL	CORRECTIVE	WEATHER	Weather
		ALARM	Alarm
		BILLABLE	Billable

		BUILDING AUTOMATION	Building Automation
		CARPENTRY	Carpentry
		CLEANING	Cleaning
		CONTRACTOR	Contractor
		ELECTRICAL	Electrical Repair
		ELEVATOR	Elevator
		EQUIPMENT REPAIR	Equipment Repair
		FLOOR COVERING	Floor Covering
		FURNISHINGS	Furnishings
		HVAC	Heating, Ventilation and Air Conditioning
		INSURANCE	Insurance
		LOCKS	Locks
		MOVING	Moving (Office/Furniture Moves)
		PAINT	Paint
		PEST CONTROL	Pest Control
		PLUMBING	Plumbing
		REFRIGERATION	Refrigeration
		ROOFING	Roofing
		SIGNS	Signs
		VEHICLE	Vehicle
	KEYS	KEYS	Keys
		NEW KEY	New Key(s)
	SCHEDULED	CONTRACTOR	Contractor
		FURNISHINGS	Furnishings
HVAC		Heating, Ventilation and Air Conditioning	
INSPECTION		Inspection	
PM		Preventive Maintenance	
REFRIGERATION		Refrigeration	
VTES	ADMIN	ADMIN	Administrative – Planning – Business Office
		BILLING SYSTEM	Billing System
		BLDG	Building
		BLDG UTILITIES	Building Utilities
		COMM-RADIO&PHONES	Communication Devices – Radio and Phones
		EQUIPMENT PURCH-MAJOR	Equipment Purchase – Major
		EQUIPMENT PURCH-MINOR	Equipment Purchase – Minor
		LOCATES	Locates
		MEETINGS	Meetings
		TAXES	Taxes
		TRAVEL	Travel

		VEHICLES-PURCH	Vehicle – Purchase
		VEHICLES-REPAIR	Vehicle – Repair
	CAMPUS CONST	LIGHTING	Lighting
		LINES	Work on Power Lines and Poles
		SERVICES	Services
		SUBSTATION	Substation
	CAMPUS FUNDED	LIGHTING	Lighting
		LINES	Work on Power Lines and Poles
		SERVICE	Service
	CAMPUS MAINT	LIGHTING	Lighting
		LINES	Work on Power Lines and Poles
		METER	Meter
		OUTAGES	Outages
		SERVICES	Services
		SUBSTATION	Substation
	CAMPUS PM	ELECTRICAL FAC INSPECTION	Electrical Facilities Inspection of Stations, Oil Containment Areas, Switches, Manholes, Right of Way, Trees, Poles, Street Lights, Circuit Testing, Cables and Locates
		ELECTRICAL FAC MAINT	Electrical Facilities Maintenance – Station Clean-Up, Relay Testing, Station Class Transformers (Including Oil Samples), Transformer LTC's, OCR, Switches, Double Test, Manhole and Vault Cleaning, Poles, Cables (Numbering/Labeling), Oil Containment Areas
		EMERGENCY EQUIPMENT	Emergency Equipment – Generators, Chainsaws and Other Equipment Clean, Start and Minor Repairs
EXCAVATION EQUIP MAINT		Excavation Equipment Maintenance – Clean, Grease, Tension Tracks, Minor Repairs	
INSULATED EQUIPMENT		Insulated Equipment – Clean Hot Sticks, MAC's	

		LINE & BUCKET TRUCK MAINT	Line and Bucket Truck Maintenance – Check Fluid Levels, Clean, Restock Vehicles, Washing, Waxing Insulated Booms and Minor Repairs, Check Slings, Ropes, Cables, Etc.
		METER	Meter – Testing, Programming
		ONE TON TRUCKS	One Ton Trucks – Check Fluid Levels, Clean, Restock Trucks
		PPE EQUIPMENT	PPE Equipment – Check Hard Hat, Safety Glasses, Check and Replace Insulated Gloves, Sleeves, Check Harnesses, Fall Abatement Strap
		VTES BUILDING MAINT	VTES Building Maintenance – Storeroom Clean-Up, Shop, Truck Bay, Storage Lot Clean-Up / Move Major Items of Material, Unload Material
CUSTOMER FUNDED - SPECIAL		LIGHTING	Lighting
		LINES	Work on Power Lines and Poles
		SERVICE	Service
INSURANCE		LIGHTING	Lighting
		LINES	Work on Power Lines and Poles
		SERVICE	Service
MR		LIGHTING	Lighting
		LINES	Work on Power Lines and Poles
		METER	Meter
		SERVICE	Service
		SUBSTATION	Substation
SPECIAL PROJECT		LIGHTING	Lighting
		LINES	Work on Power Lines and Poles
		METER	Meter
		SERVICE	Service
		SUBSTATION	Substation
TOWN CONST		LIGHTING	Lighting

		LINES	Work on Power Lines and Poles
		SERVICE	Service
	TOWN MAINT	LIGHTING	Lighting
		LINES	Work on Power Lines and Poles
		METER	Meter
		OUTAGES	Outages
		SERVICES	Services
	TREE TRIMMING	Tree Trimming	
	TOWN PM	ELECTRICAL FAC INSPECTION	Electrical Facilities Inspection of Stations, Oil Containment Areas, Switches, Manholes, Right of Way, Trees, Poles, Street Lights, Circuit Testing, Cables and Locates
		ELECTRICAL FAC MAINT	Electrical Facilities Maintenance – Station Clean-Up, Relay Testing, Station Class Transformers (Including Oil Samples), Transformer LTC's, OCR, Switches, Double Test, Manhole and Vault Cleaning, Poles, Cables (Numbering/Labeling), Oil Containment Areas
EMERGENCY EQUIPMENT		Emergency Equipment – Generators, Chainsaws and Other Equipment Clean, Start and Minor Repairs	
EXCAVATION EQUIP MAINT		Excavation Equipment Maintenance – Clean, Grease, Tension Tracks, Minor Repairs	
INSULATED EQUIPMENT		Insulated Equipment – Clean Hot Sticks, MAC's	
LINE & BUCKET TRUCK MAINT		Line and Bucket Truck Maintenance – Check Fluid Levels, Clean, Restock Vehicles, Washing, Waxing Insulated Booms and Minor Repairs, Check Slings, Ropes, Cables, Etc.	

		METER	Meter – Testing, Programming
		ONE TON TRUCKS	One Ton Trucks – Check Fluid Levels, Clean, Restock Trucks
		PPE EQUIPMENT	PPE Equipment – Check Hard Hat, Safety Glasses, Check and Replace Insulated Gloves, Sleeves, Check Harnesses, Fall Abatement Strap
		VTES BUILDING MAINT	VTES Building Maintenance – Storeroom Clean-Up, Shop, Truck Bay, Storage Lot Clean-Up / Move Major Items of Material, Unload Material

Priority Codes

The Priority Codes in HokieServ are used to indicate the level of urgency with which the work request needs to be completed or the phase tasks need to be addressed. Each code decreases in importance/urgency as the associated priority number increases as described in the table below.

Currently, the Priority Codes include;

PRIORITY		USAGE
1-EMERGENCY	Immediate Action Required	Security Issue, Life Threatening, Loss of Research in a Lab, Harmful Substance, Danger/Risk Associated, etc.
2-URGENT	24-48 Hour Response Required	Lights Out, Door Not Functioning, Plumbing/Electrical Concerns, etc.
3-ROUTINE	1 Week Response Required	Replacement of Ceiling Tiles, Floor Tiles, HVAC Filters, Lights Out, General Work Requests, etc.
4-SCHEDULED	Specific Date/Month Response Required	Football Season, Seasonal Requests (Spring, Summer, Fall, Winter), Classroom Restraints, Fume Hood Shutdown, Preventive Maintenance, Etc.

Funding Methods

The Funding Methods in HokieServ are used to indicate how the distribution of charges to accounts, for the work that is to be performed, are applied/associated to the phases.

Currently, the Funding Methods include;

FUNDING METHOD	USAGE ACCOUNT
CAPITAL PROJECT	Capital Project Defined Charge & Offset Account (Setup and use requires the Capital Planning and Project Management Modules)
CUSTOM	Phase Defined Charge & Offset Account (Setup not defaulted, defined by the user on the fly for each phase)
ORGANIZATION	Organization Charge & Offset Account (Setup defaults in the Organization screen of the Human Resources Module)
SHOP	Shop Charge & Offset Account (Setup defaults in the Shop screen of the Human Resources Module)
PROPERTY	Property Charge & Offset Account (Setup defaults in the Property Profile screen of the Property Module)
ASSET	Asset Charge & Offset Account (Setup defaults in the Master Asset Profile screen of the Asset Management Module)
EQUIPMENT	Equipment Charge & Offset Account (Setup defaults in the Equipment Profile screen of the Asset Management Module)
PROJECT	Project Charge & Offset Account (Setup defaults in the Project screen of the Project Management Module)
PROJECT GROUP	Project Group Charge & Offset Account (Setup defaults in the Project Group screen of the Project Management Module)
WORK ORDER	Work Order Charge & Offset Account (Setup defaults in the Work Order screen of the Work Management Module)
WORK CODE	Work Code Charge & Offset Account (Setup defaults in the Work Code Setup screen of the Work Management Module)

APPENDIX

Administrative Shop Work Orders

The Administrative Shop Work Orders in HokieServ are used to account for and charge time, labor, material and any other expenses or costs to when no other work request exists or does not apply to a certain work order. For example, administrative shop work orders may include phases for employee trainings, meetings, materials, etc. as described in the table below.

Each new **fiscal year**, a new Administrative Shop Work Order is created for each of those listed in the table below; typically, these work orders will continue to have the same work order number with the exception of the first two digits which will change yearly to reflect the current fiscal year for the work order.

Currently, the Administrative Shop Work Orders include;

WORK ORDER NUMBER	CATEGORY	DESCRIPTION
23-000150	M&A	AVP ADMINISTRATIVE SUPPORT COSTS
23-000201	M&A	REFRIGERATION SHOP EXPENSES
23-000204	M&A	INSTRUMENTATION, CONTROLS AND METERING EXPENSES
23-000304	SHOP	BUILDING TRADES SHOP TIME AND EXPENSES
23-000310	M&A	FACILITIES OPERATIONS ADMIN
23-000325	M&A	WAREHOUSE OPERATIONS ADMIN
23-000350	M&A	BUSINESS OFFICE ADMINISTRATIVE SUPPORT COSTS
23-000351	M&A	FINANCE TEAM OPERATING EXPENSES.
23-000352	M&A	ANALYTICS & ACCOUNTABILITY OPERATING EXPENSES

23-000404	SHOP	AIR QUALITY SHOP TIME AND EXPENSES
23-000450	SHOP	MINOR MODIFICATIONS SHOP TIME
23-000555	SHOP	ELECTRICAL SHOP TIME AND EXPENSES
23-000800	M&A	GROUNDS ADMINISTRATION
23-000804	GROUNDS	GROUNDS ZONE WORK ORDER - NORTHWEST
23-000805	SHOP	GENERAL GROUNDS SHOP TIME AND EXPENSES
23-000806	GROUNDS	GROUNDS ZONE WORK ORDER - EAST CENTRAL SALARY FUND 121811
23-000807	GROUNDS	GROUNDS ZONE WORK ORDER - SOUTH
23-000820	M&A	WASTE AND RECYCLING ADMINISTRATION
23-000905	SHOP	KEY SHOP TIME AND EXPENSES
23-001150	M&A	MECHANICAL UTILITIES ADMINISTRATION
23-001154	SHOP	MECHANICAL UTILITIES SHOP TIME AND EXPENSES
23-001255	SHOP	MECHANICAL SERVICES
23-001300	M&A	POWER PLANT ADMINISTRATION
23-001350	M&A	PREVENTATIVE MAINTENANCE ADMINISTRATION
23-001475	M&A	PROJECT SUPPORT ADMINISTRATIVE COSTS
23-001504	SHOP	QUARRY OPERATIONS - SEE NOTES - FUNDING 230161
23-001601	M&A	ROOFING ADMINISTRATION
23-001704	SHOP	SIGN SHOP TIME AND EXPENSES
23-007194	GROUNDS	TRASH AND RECYCLING ZONE WORK ORDER
23-015596	M&A	MOVING & HAULING ADMIN CHARGES
23-035312	SHOP	FIRE PROTECTION EXPENSES
23-039611	M&A	COMMISSIONING ADMINISTRATION
23-039695	M&A	OPERATIONS CONTROL CENTER
23-039822	SHOP	KEY SHOP SHOP STOCK PURCHASES
23-045750	SHOP	CONTRACT PEST MANAGEMENT
23-056564	SHOP	UBO OPERATING BUDGET: OFFICE SUPPLIES AND OTHER EXPENSES
23-065993	SHOP	SITE AND INFRASTRUCTURE DEVELOPMENT ADMIN
23-085529	M&A	PLANS LIBRARY ADMINISTRATION
23-095165	M&A	GIS/SPACE ADMINISTRATION
23-095493	BLDG	HOUSEKEEPING CONTRACT SERVICES
23-098726	M&A	REAL ESTATE MANAGEMENT ADMIN
23-098730	M&A	RENOVATIONS E&G OPERATIONS ADMIN - 120091
23-098731	M&A	OUA- CAMPUS ARCHITECTURE / CAPITAL DESIGN OPERATIONS ADMIN
23-110369	M&A	UDC- CAPITAL RECOVERABLE EXPENSES ADMIN - 180516
23-130300	M&A	UNIVERSITY PLANNING ADMIN
23-130308	M&A	SPACE MANAGEMENT / CAMPUS PLANNING ADMIN

23-130313	M&A	SUSTAINABILITY ADMIN
23-130322	M&A	TRANSPORTATION / CAMPUS DESIGN ADMIN
23-185234	M&A	ENERGY MANAGEMENT ADMINISTRATION
23-186790	M&A	FACILITIES HR ADMIN
23-223322	SHOP	SHOP STOCK SUPPLIES FOR SIGN SHOP ONLY
23-239518	M&A	AVP OPS AND CONSTRUCTION SUPPORT COSTS
23-249054	SHOP	ASBESTOS SHOP TIME AND EXPENSES
23-311462	SHOP	SID FOR SAMPLING AT THE QUARRY
23-318942	SHOP	EQUIPMENT PURCHASE FOR THE HOKIE STONE CREW
23-323389	M&A	SECOND SHIFT ADMIN (NEMO)
23-380091	SHOP	HOKIE STONE CREW SHOP TIME AND EXPENSES
23-392570	HOUSE	3RD SHIFT FLOOR CARE
23-419717	M&A	ARBORIST ADMINISTRATION
23-424066	SHOP	WEEKEND SHOP TIME AND EXPENSES
23-496038	M&A	BEAUTIFICATION ADMINISTRATION
23-496039	M&A	HEAVY EQUIPMENT ADMINISTRATION
23-496041	M&A	GROUNDS MECHANICAL ADMINISTRATION
23-496048	SHOP	BEAUTIFICATION SHOP TIME AND EXPENSES
23-496049	SHOP	HEAVY EQUIPMENT SHOP TIME AND EXPENSES
23-496118	SHOP	PATHWAY ENHANCEMENT SHOP TIME AND EXPENSES
23-497562	M&A	HOUSEKEEPING SHOP SUPPLIES EXPENSE
23-500095	SHOP	GROUNDS MECHANICAL SHOP TIME AND EXPENSES
23-500481	M&A	AVP UTILITIES ADMIN
23-506359	M&A	CAMPUS PLANNING & CAPITAL FINANCING OPERATIONS
23-515011	HOUSE	2ND SHIFT HOUSEKEEPING
23-558678	SHOP	THIS WORK ORDER IS FOR FUNDING INFORMATION FOR PROJECT ONLY FOR HEAVY EQUIPMENT VEHICLE REPAIR
23-558701	SHOP	THIS WORK ORDER IS FOR FUNDING INFORMATION FOR PROJECT ONLY FOR PATHWAY ENHANCEMENT VEHICLE REPAIR
23-577876	SHOP	ANALYTICS & ACCOUNTABILITY IPAD FUND
23-579278	SHOP	FY 23 HOUSEKEEPING APPRENTICESHIP EXPENSES

Administrative Property Work Orders

The Administrative Property Work Orders in HokieServ are used to account for and charge time, labor, material and any other expenses or costs to when no other work request exists or does not apply to a certain work order. For example, administrative property work orders may include phases for property upkeep, materials, etc. as described in the table below.

Each new **fiscal year**, a new Administrative Property Work Order is created for each of those listed in the table below; typically, these work orders will continue to have the same work order number with the exception of the first two digits which will change yearly to reflect the current fiscal year for the work order.

Currently, the Administrative Property Work Orders include;

WORK ORDER NUMBER	CATEGORY	DESCRIPTION
23-004869	BLDG	BURRUSS PM MATERIAL PURCHASES
23-037979	BLDG	DERRING ---- PM MATERIAL PURCHASES
23-038340	BLDG	VET MED ISOLATION BARN 4A - PM MATERIAL PURCHASES
23-038341	BLDG	VET MED PHASE 4D - PM MATERIAL PURCHASES
23-038342	BLDG	VET MED PHASE 3B - PM MATERIAL PURCHASES
23-038343	BLDG	VET MED PHASE 3A - PM MATERIAL PURCHASES
23-038344	BLDG	VET MED PHASE I - PM MATERIAL PURCHASES
23-038352	BLDG	VET MED 441/ PM MATERIAL PURCHASES
23-038353	BLDG	SMYTH PM MATERIAL PURCHASES
23-038354	BLDG	SEITZ PM MATERIAL PURCHASES
23-038355	BLDG	SAUNDERS PM MATERIAL PURCHASES
23-038356	BLDG	SANDY PM MATERIAL PURCHASES
23-038358	BLDG	PRICE PM MATERIAL PURCHASES
23-038360	BLDG	HUTCHESON PM MATERIAL PURCHASES
23-038361	BLDG	AGNEW PM MATERIAL PURCHASES
23-038362	BLDG	KELLY HALL (ICTAS I) PM MATERIAL PURCHASES
23-038363	BLDG	RANDOLPH PM MATERIAL PURCHASES
23-038364	BLDG	OLD SECURITY PM MATERIAL PURCHASES
23-038365	BLDG	MILITARY/LAUNDRY PM MATERIAL PURCHASES
23-038366	BLDG	HANCOCK PM MATERIAL PURCHASES
23-038367	BLDG	COWGILL PM MATERIAL PURCHASES
23-038368	BLDG	BURCHAR PM MATERIAL PURCHASES
23-038370	BLDG	STEGER HALL - NORTH WING - BIOINFORMATICS II PM MATERIAL PURCHASES
23-038371	BLDG	STEGER HALL - SOUTH WING - BIOINFORMATICS I PM MATERIAL PURCHASES
23-038415	BLDG	TORGERSEN PM MATERIAL PURCHASES
23-038416	BLDG	LIBRARY PM MATERIAL PURCHASES
23-038997	BLDG	MAJ. WILLIAMS PM MATERIAL PURCHASES
23-038998	BLDG	DAVIDSON PM MATERIAL PURCHASES
23-039025	BLDG	WILLIAMS PM MATERIAL PURCHASES
23-039127	BLDG	LIFE SCIENCES I PM MATERIAL PURCHASES
23-039298	BLDG	SHANKS PM MATERIAL PURCHASES

23-039308	BLDG	CHEM/PHYSICS (HAHN HALL NORTH WING) PM MATERIAL PURCHASES
23-039309	BLDG	HAHN HALL - SOUTH WING PM MATERIAL PURCHASES
23-039311	BLDG	LATHAM PM MATERIAL PURCHASES
23-039313	BLDG	CHEATHAM PM MATERIAL PURCHASES
23-039314	BLDG	VET MED PHASE 4C PM MATERIAL PURCHASES
23-039315	BLDG	VET MED PHASE 2 PM MATERIAL PURCHASES
23-039316	BLDG	PERFORMING ARTS - LIBERAL ARTS PM MATERIAL PURCHASES
23-039317	BLDG	LANE HALL PM MATERIAL PURCHASES
23-039320	BLDG	HENDERSON PM MATERIAL PURCHASES
23-039321	BLDG	WAR MEMORIAL CHAPEL PM MATERIAL PURCHASES
23-039322	BLDG	WALLACE PM MATERIAL PURCHASES
23-039324	BLDG	LITTON REAVES PM MATERIAL PURCHASES
23-039328	BLDG	STUDENT SERVICES PM MATERIAL PURCHASES
23-039329	BLDG	GREENHOUSES PM MATERIAL PURCHASES
23-039330	BLDG	FOOD SCIENCE PM MATERIAL PURCHASES
23-039331	BLDG	FRALIN PM MATERIAL PURCHASES
23-039333	BLDG	ENGEL PM MATERIAL PURCHASES
23-039334	BLDG	ROBESON ---- PM MATERIAL PURCHASES
23-039335	BLDG	MCBRYDE PM MATERIAL PURCHASES
23-039336	BLDG	WHITTEMORE HALL PM MATERIAL PURCHASES
23-039337	BLDG	DURHAM/NEB PM MATERIAL PURCHASES
23-039338	BLDG	PATTON PM MATERIAL PURCHASES
23-039340	BLDG	HOLDEN PM MATERIAL PURCHASES
23-039366	BLDG	NORRIS PM MATERIAL PURCHASES
23-039368	BLDG	BISHOP-FAVRAO ---- PM MATERIAL PURCHASES
23-039369	BLDG	PAMPLIN ---- PM MATERIAL PURCHASES
23-039371	BLDG	ART DESIGN PM MATERIAL PURCHASES
23-041295	BLDG	VET MED PHASE 4C IDU - PM MATERIAL PURCHASES
23-041297	BLDG	GLADE ROAD RESEARCH PM MATERIAL PURCHASES
23-056674	BLDG	ICTAS II PM MATERIAL PURCHASES
23-058814	BLDG	VET MED BUILDING 450 PM MATERIAL PURCHASES
23-064778	BLDG	VET MED IDU PM MATERIAL PURCHASES
23-073110	BLDG	VISITORS AND UNDERGRADUATE ADMISSIONS CENTER PURCHASES - PM MATERIAL PURCHASES
23-083113	BLDG	HAHN GARDEN PAVILION - PM MATERIAL PURCHASES
23-134158	BLDG	WAR MEMORIAL GYMNASIUM PM MATERIAL PURCHASES
23-137869	BLDG	SURGE SPACE BUILDING PM MATERIAL PURCHASES
23-142099	BLDG	MOORE HOUSE PM PURCHASES

23-142138	BLDG	THE GROVE [PRESIDENT'S HOUSE] PM MATERIAL PURCHASES
23-142187	BLDG	WOOD ENGINEERING LAB - PM MATERIAL PURCHASES
23-142188	BLDG	WOOD PROCESSING LAB - PM MATERIAL PURCHASES
23-142189	BLDG	GEOTECHNICAL LABORATORY FACILITY - PM MATERIAL PURCHASES
23-142190	BLDG	MATERIALS MANAGEMENT FACILITY - PM MATERIAL PURCHASES
23-142191	BLDG	SOLID FUEL COMBUSTION LAB - PM MATERIAL PURCHASES
23-142192	BLDG	ALPHIN-STUART ARENA - PM MATERIAL PURCHASES
23-142193	BLDG	ECOSYSTEM SIMULATION LAB - PM MATERIAL PURCHASES
23-142194	BLDG	ARCHITECTURE DEMONSTRATION AND RESEARCH FACILITY - PM MATERIAL PURCHASES
23-142195	BLDG	MINING AND MINERALS LABORATORY - PM MATERIAL PURCHASES
23-142196	BLDG	FIBER AND ELECTRO-OPTICS RESEARCH CENTER - PM MATERIAL PURCHASES
23-142197	BLDG	KROEHLING ADVANCED MATERIALS FOUNDRY - PM MATERIAL PURCHASES
23-142198	BLDG	HUMAN AND AGRICULTURAL BIOSCIENCES BUILDING 1 - PM MATERIAL PURCHASES
23-142199	BLDG	VIBRATIONS TESTING LABORATORY - PM MATERIAL PURCHASES
23-142200	BLDG	UNMANNED SYSTEMS LABORATORY - PM MATERIAL PURCHASES
23-142201	BLDG	CE STRUCTURAL TESTING LAB - PM MATERIAL PURCHASES
23-142214	BLDG	PLANT PATHOLOGY LAB PM MATERIAL PURCHASES
23-142346	BLDG	ARCHITECTURE ANNEX PM MATERIAL PURCHASES
23-142347	BLDG	MEDIA BUILDING PM MATERIAL PURCHASES
23-142348	BLDG	GOODWIN SIGNATURE ENGINEERING BUILDING PM MATERIAL PURCHASES
23-151652	BLDG	AQUATIC MEDICINE PM MATERIAL PURCHASES
23-151908	BLDG	WRIGHT HOUSE PM MATERIAL PURCHASES
23-198867	BLDG	THEATER 101 PM MATERIAL PURCHASES
23-198872	BLDG	BUILDING 270 [VIRGINIA TECH AUTISM CLINIC] PM MATERIAL PURCHASES
23-198874	BLDG	SWINE DISEASE RESEARCH PM MATERIAL PURCHASES
23-198877	BLDG	VIRUS ISOLATION BUILDING NUMBER 2 PM MATERIAL PURCHASES
23-198884	BLDG	INFECTIOUS DISEASE RESEARCH FACILITY PM MATERIAL PURCHASES
23-198885	BLDG	VET MED PHASE 4B PM MATERIAL PURCHASES
23-198887	BLDG	VET MED INSTRUCTIONAL ADDITION PM MATERIAL PURCHASES
23-198888	BLDG	SOUTHWEST CHILLER PLANT PM MATERIAL PURCHASES
23-200495	BLDG	LIBRARY STORAGE FACILITY - PM MATERIAL PURCHASES
23-251063	BLDG	CLASSROOM BUILDING PM MATERIAL PURCHASES

23-336938	BLDG	BLDG 441A CENTER FOR MOLECULAR MEDICINE AND INFECTIOUS DISEASES PM MATERIAL PURCHASES
23-336940	BLDG	INSTITUTE FOR SOCIETY, CULTURE AND ENVIRONMENT/ WALLACE ANNEX PM MATERIAL PURCHASES
23-446742	BLDG	4 RIVERSIDE CIRCLE-ROANOKE UTILITIES
23-567509	M&A	DUCK POND/STROUBLES RESTORATION DESIGN FUND #180617
23-580497	M&A	VET MED - VT TREES FOR CLEAN WATER GRANT PROPOSAL
23-580498	M&A	WEST END MARKET - VT TREES FOR CLEAN WATER GRANT PROPOSAL
23-580499	M&A	SQUIRES & NEWMAN - VT TREES FOR CLEAN WATER GRANT PROPOSAL

Administrative General Work Orders

The Administrative General Work Orders in HokieServ are used to account for and charge time, labor, material and any other expenses or costs to when no other work request exists or does not apply to a certain work order. For example, administrative general work orders may include phases for trainings, meetings, materials, contract terms, etc. as described in the table below.

Each new **fiscal year**, a new Administrative General Work Order is created as needed and/or for each of those listed in the table below; typically, these work orders will continue to have the same work order number with the exception of the first two digits which will change yearly to reflect the current fiscal year for the work order.

Currently, the Administrative General Work Orders include;

WORK ORDER NUMBER	CATEGORY	DESCRIPTION
23-001900	M&A	MECHANICAL SYSTEMS CONTRACT UCP-TS-034-14 FURNACE & BOILER MAINTENANCE
23-001902	BLDG	NATURAL GAS RESEARCH HEATING -115991
23-001903	BLDG	RESEARCH NATURAL GAS GENERATORS -116000
23-001905	BLDG	E & G NATURAL GAS HEATING - 115992
23-001906	BLDG	E & G NATURAL GAS GENERATOR - 115993
23-065948	SHOP	ESC-VSMP PROGRAM
23-065952	SHOP	MS4 PROGRAM DEVELOPMENT, MAINTENANCE, AND UPDATES
23-075052	M&A	LANDFILL CLOSURE FY23 GROUNDWATER AND GAS MONITORING
23-094932	M&A	EMPLOYEE OF THE MONTH FOR FACILITIES**LEAVE THIS WORK ORDER OPEN AS IT IS A BLANKET ORDER**
23-110188	BLDG	APPALACHIAN POWER

23-110359	BLDG	TOWN OF BLACKSBURG (WATER & SEWER)
23-110488	BLDG	SUBURBAN PROPANE
23-111036	BLDG	CENTRAL FUND INVOICES
23-111988	BLDG	BLACKSBURG-VIRGINIA POLYTECHNIC INSTITUTE SANITATION AUTHORITY
23-112500	BLDG	BLACKSBURG-VIRGINIA POLYTECHNIC INSTITUTE WATER AUTHORITY
23-191190	M&A	TRANE CONTRACT COSTS
23-191191	M&A	SIEMENS ANNUAL CONTRACT CHARGES
23-197030	M&A	ENGINEERING OPERATIONS EXPENSES
23-212873	M&A	OCCUPATIONAL SAFETY PROGRAM (EHS) ADMIN
23-227538	BLDG	TOWN OF BLACKSBURG QUARTERLY BILLING FOR HIGHLAND PARK AND CRESTVIEW WATER TANKS
23-234624	SHOP	CENTRAL FUNDED ELEVATOR MAINT/INSP/TESTING - E&G ONLY FUND 175865
23-234631	SHOP	CENTRAL FUNDED FY 20 SPRINKLER INSP/TESTING (AUX & EG)
23-235129	SHOP	AUXILIARY ELEVATOR CONTRACT MAINTENANCE INSPECTIONS FUND 234973
23-236477	SHOP	CENTRAL FUND FIRE ALARM TESTING (AUX & EG)
23-236478	SHOP	CENTRAL FUND FIRE EXTINGUISHER AND HOOD TESTING (AUX & EG)
23-319083	BLDG	ANNUAL SOFTWARE MAINTENANCE
23-340037	M&A	CONSULTING SERVICES COSTS
23-340044	M&A	VP-CPIF
23-341184	M&A	PURCHASE OF EQUIPMENT IN SUPPORT OF THE IN-HOUSE MINOR MODS STAFF.
23-377265	M&A	ATHLETICS PROJECT MANAGER
23-397502	M&A	RKG ASSOCIATES-REAL ESTATE CONSULTING SERVICES FOR THE NATIONAL CAPITAL REGION
23-435809	M&A	COVID-19
23-499967	M&A	2023 ASOPE TRAINING
23-499989	M&A	(INFRASTRUCTURE) FOR ONE TIME PURCHASES FUND 179785
23-531112	M&A	180101 - OPS - FAC OPS SAFETY - ORG: 050012
23-531114	M&A	180102 - OPS - INFRASTRUCTURE SAFETY - ORG: 056002
23-546211	M&A	CPIF PROFESSIONAL MEMBERSHIPS
23-557514	M&A	2022 CIBO CONFERENCE.
23-558738	M&A	CPIF COMMUNICATIONS EXPENSES
23-564132	M&A	MMTF TRAFFIC STUDY
23-565676	M&A	CAMPUS MASTER PLAN
23-565680	M&A	VT STUDENT VILLAGE MASTER PLAN
23-571709	M&A	WASTE MANAGEMENT CONSULTING SERVICES

23-574451	M&A	CIBO MEMBERSHIP DUES FOR 2023
23-577890	M&A	ASOPE RE-TEST 2022
23-580274	M&A	VT CAMPUS WIDE TREE REPLACEMENT FOR CLEAN WATER GRANT PROPOSAL (ODDS)

Search Tips & Tricks

In order to navigate to the search screen for work orders and phases, from the main work desk in HokieServ select the Work Management module from the Menu block on the left-hand side of the screen. Under the Menu block on the left-hand side of the screen, to search for work orders, select the magnifier icon next to Work Order and to search for phases, select the magnifier icon next to Phase. This will bring you to a search screen like the following;

The screenshot shows the AiM Work Order search interface. At the top left, there are three buttons: 'Execute', 'Basic Search', and 'Reset', which are circled in red. Below these buttons is a search criteria table with the following columns: 'Action', 'Display Order', 'Sort', 'Operator', and a search input field. The 'Action' column contains checkboxes for various search criteria. The 'Display Order' column contains dropdown menus. The 'Sort' column contains dropdown menus. The 'Operator' column contains dropdown menus. The search input field contains a search term. The search criteria table includes the following rows:

Action	Display Order	Sort	Operator	Search Input
<input type="checkbox"/> Work Order	-	=		
<input type="checkbox"/> Description	-	contains		
<input type="checkbox"/> Created By	-	=		
<input type="checkbox"/> Date Created	-	=		
<input type="checkbox"/> Status	-	=		
<input type="checkbox"/> Region	-	=		
<input type="checkbox"/> Facility	-	=		
<input type="checkbox"/> Property	-	=		
<input type="checkbox"/> Project	-	=		
<input type="checkbox"/> Problem Code	-	=		
<input type="checkbox"/> Type	-	=		
<input type="checkbox"/> Category	-	=		
<input type="checkbox"/> Job Priority	-	=		
<input type="checkbox"/> Organization	-	=		
<input type="checkbox"/> Requestor	-	=		
<input type="checkbox"/> Contact	-	=		
<input type="checkbox"/> Contact Phone	-	=		
<input type="checkbox"/> Contact Email	-	=		
<input type="checkbox"/> Budget	-	=		
<input type="checkbox"/> Desired Date	-	=		
<input type="checkbox"/> Customer Request	-	=		
<input type="checkbox"/> ReADY Request	-	=		
<input type="checkbox"/> Reference	-	=		
<input type="checkbox"/> Shop	-	=		
<input type="checkbox"/> Shop Person	-	=		
<input type="checkbox"/> Deficiency	-	=		
<input type="checkbox"/> Cash Flow Yr 1	-	=		
<input type="checkbox"/> Cash Flow Yr 2	-	=		
<input type="checkbox"/> Cash Flow Yr 3	-	=		
<input type="checkbox"/> Cash Flow Yr 4	-	=		
<input type="checkbox"/> Cash Flow Yr 5	-	=		

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The three buttons on the top left of the search screen control your search elements as follows;

- **Execute** – Clicking this button will run (execute) the search based on the parameters input on this screen and provide a list of work orders that match the search criteria.
- **Basic/Advanced Search** – Clicking this button will toggle between a Basic Search screen and an Advanced Search screen. Basic Search will show only a couple boxes of search criteria available, while the Advanced Search screen will show all available search criteria.
- **Reset** – Clicking this button will clear (reset) all of the parameter boxes to be empty.

There are four boxes that can be customized for the work order search and control parameters for the listed item;

- **Display Order** – This box accepts values in the form of a number and is used to dictate in which order on the results screen the items display. **Note:** *Leaving these boxes empty will result in the default display of values on the results screen.*
- **Sort** – This dropdown contains three values; - indicating no value specified, **Asc** indicating to order this item in ascending order on the results screen, and **Dsc** indicating to order this item in descending order on the results screen.
- **Operator** – This dropdown contains 14 values that are used to filter out/in certain items from/to the results screen as desired and are as described below;
 - **=** – Equals Operator – the listed item EQUALS the value in the parameter box.
 - **>** – Greater Than Operator – the listed item is GREATER THAN the value in the parameter box.
 - **<** – Less Than Operator – the listed item is LESS THAN the value in the parameter box.
 - **>=** – Greater Than or Equal To Operator – the listed item is GREATER THAN OR EQUAL TO the value in the parameter box.
 - **<=** – Less Than or Equal To Operator – the listed item is LESS THAN OR EQUAL TO the value in the parameter box.
 - **<>** – Does Not Equal Operator – the listed item DOES NOT EQUAL the value in the parameter box.
 - **Starts With** – Starts With Operator – the listed item STARTS WITH the value in the parameter box.
 - **Ends With** – Ends With Operator – the listed item ENDS WITH the value in the parameter box.
 - **Contains** – Contains Operator – the listed item CONTAINS (all or in part) the value in the parameter box.
 - **Null** – Null Operator – the listed item is NULL, or does not exist.
 - **Not Null** – Not Null Operator – the listed item is NOT NULL, or does exist.
 - **In** – In Operator – the listed item is IN the value(s) in the parameter box.
 - **Not In** – Not In Operator – the listed item is NOT IN the value(s) in the parameter box.
 - **User** – User Operator – the listed item EQUALS the value in the parameter box.
- **Parameter Box** – This is the box where the specific values are placed that relate to the type of work order or phase being searched for.

When searching for specific lists of work orders or phases it is important to follow the rules outlined below;

- **Spacing** – When listing values in the parameter box for search criteria, make sure that each value is separated by a single comma. Also, make sure that **NO SPACES** exist between the value(s) and commas. The ONLY spaces that should exist within the parameter box are spaces in the criteria itself (i.e. Work Completed).
 - **CORRECT** – PARAMETER 1,PARAMETER 2,ETC.
 - **INCORRECT** – PARAMETER 1, PARAMETER 2, ETC.
- **Statuses** – When looking for work orders or phases that are considered, **in general**;
 - **OPEN** – the status item on the search screen should have an operator of NOT IN and a parameter box with the following list; CLOSED,CANCELED,CANCELLED,WORK COMPLETE,WORK COMPLETED,PM COMPLETE,PM COMPLETED
 - **CLOSED** – the status item on the search screen should have an operator of IN and a parameter box with the following list; CLOSED,CANCELED,CANCELLED,WORK COMPLETE,WORK COMPLETED,PM COMPLETE,PM COMPLETED
- **Navigation** – When navigating between the results screen and the search screen in the Work Management module (and anywhere else within the HokieServ system), please use the navigation buttons **WITHIN THE SYSTEM** (i.e. the BACK, SEARCH, EXECUTE and BROWSE buttons as well as the AiM Button to return to the HokieServ home screen). Using the navigation buttons provided by the selected browser may interfere with items in HokieServ and produce undesired results.
- **Capitalization** – When entering values into the HokieServ system and search parameter boxes, make sure to always use uppercase lettering. Utilizing lowercase or mixed type lettering may result in missed values or improperly stored items.

Once the search has been executed, the results screen will display with the items that fit into the search criteria entered on the previous screen. If the results do not look as expected, navigate back to the search screen by using the SEARCH button and add/remove/adjust the search criteria as necessary. From the results screen, clicking on the blue hyperlinked work order or phase number will take you directly to that work order or phase where you can view more details. To return once again to the results screen, simply click BROWSE. The results screen also contains a count (records found) of how many items were returned in your search, how many pages have been returned and navigation buttons (first, previous, next, last) on the bottom of the screen to move through each page.