

## Work Control/FM Supervisors: Assigning Billable Work Orders to GCA

Depending on type of call, either the Action Desk or a Manager/Supervisor will create a phase for GCA.

1. **Edit** the work order that will be assigned to GCA for custodial services.

**AiM Work Order** ADMINISTRATOR About Logout

**Edit** New Search

**16-0169289** Created By MADALYN COBLE On 10/20/2015 12:29 PM  
Last Edited by MADALYN COBLE On 10/20/2015 12:29 PM

Status: [OPEN](#)

Project: [Blank]

Desired Date: [Blank]

Budget: \$0.00

Organization: [E5000](#) Region: [OSU-STILLWATER](#) Problem Code: [Blank]

Requestor: RESIDENTIAL LIFE ADMINISTRATION OSU-STILLWATER Type: [MAINTENANCE](#)

Facility: [CENTRAL CAMPUS](#) Category: [REACTIVE-ZONES](#)

Contact: RESLIFE FACILITIES Property: [0067](#) Job Priority: [Blank]

Contact Phone: [Blank] KERR HALL

Contact Email: reslifefacilities@okstate.edu

2. Create a new **Phase**, click: **Add**, or edit an existing phase if necessary.

**AiM Phase** ADMINISTRATOR About Logout

**Save** Cancel

**001** Created By MADALYN COBLE On 10/20/2015 12:29 PM  
Last Edited by ROBERT SUMPSTER On 10/20/2015 12:54 PM

Status: **2** [OPEN-GCA](#)

Work Order: [16-0169289](#)

Budget: \$0.00

Location: [Blank]

Shop: **3** Service Contract

Estimated Start: Oct 20, 2015 12:29 PM

Estimated End: Dec 01, 2015 12:29 PM

Actual Start: [Blank]

Actual End: [Blank]

Percent Complete: [Blank]

Primary Person: [Blank]

Priority: [SCHEDULED](#)

Funding Method: Property

Work Code Group: [Blank]

Work Code: **4** [CLEANING](#)

Request Method: [Blank]

Type: [Blank]

Capital Project: [Blank]

Contract Type: **5** Service Contract

Asset: [Blank]

Component Group: [Blank]

Contractor: **6** [7123](#)

Asset Group: [Blank]

GCA

Failure Code: [Blank]

Address Code: [01](#)

3. **Save** the work order.
4. **GCA and the FM Maintenance Engineering** will receive an email confirmation.

Facilities Management has opened a work order for above baseline services to be provided by GCA.

Work Order:  
Start Date:  
Estimated End Date:  
Description: JANITORIAL SERVICES

Upon completion of this work, GCA is expected to set the status of this phase to COMPLETE and to submit an electronic invoice (AiM External Charge).