

**Christ Church Cathedral
Process for Work Orders
Adopted by Property Committee
Sept. 8, 2014**

a) Anyone may fill out a building maintenance work order. Those go to the Cathedral Administrator.

b) The Cathedral Administrator (CA) will review the work orders with the Building Super (BS) and together they will decide

1) whether this is something that obviously needs to be done, has existing budgeted funds to do and can be accomplished by staff or whether it needs to go before the Property Committee (PC) first.

2) The CA will enter the work order on a spreadsheet, noting the originator, date submitted and either target date to be completed (in case of a "just do it") or that it is to be reviewed by the PC.

c) At the monthly meeting of the Property Committee (1st Monday), the CA and the BS will be present. All work orders received will be reviewed by the committee. Those needing PC approval will be discussed and the CA and BS will have an opportunity to weigh in on the conversation. The PC will, in consultation with the CA and BS, decide on whether the work will be done, who will do it, and when the deadline is for completion. I will also be attending the PC meetings.

d) Any work that needs chapter approval will be reported out at the next Chapter meeting (3rd Thursday).

e) At the weekly Cathedral staff meeting (Tuesday morning), the CA will review all active work orders and receive updates from the BS.

The goal is for the committee to be in conversation with staff and together to identify what work needs to be done and how it will be done but for the committee not to manage the staff.