PREVENTIVE MAINTENANCE PROCESS

**Work Order Statuses:**
- Open
- On Hold
- Deferred
- Canceled
- Closed

**Phase Statuses (Excludes Maintenance/Project):**
- Open
- Estimate Needed (send e-mail to shop person)
- Assigned
- Contractor (contractor performing work)
- Work in Progress
- Await Materials
- Admin Hold
- Tech Hold
- Work Complete
- Unable to Repair
- Await Invoice
- Cancelled
- Closed

**Scheduled frequency = monthly**

**WO ADMINISTRATOR**
- Generates PM Schedule (Creates list of WO's)

**SUPERVISOR**
- Receives/Reviews PM Work Order
- Assigned
- Parts Needed? Y N
- Material Request Process/Order Parts/Counter Release AWAITS MATERIALS

**SHOP PERSON**
- Receives PM Work Order
- Work Order Process
- Work Complete? Y N
- Validate Work/Update Status WORK COMPLETE
- Enter Time & Materials
- Approve Timecards and External Charges
- Work Order CLOSED

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**Scheduled frequency = monthly**