



## Wiskerchen Cheese Inc. SOP

Title: Requested/Emergency Maintenance

# 2.057

Issue Date: 3/16/11	Written By: Abby Hoffman	Approved By: John Wiskerchen	Revision # 2	Revision Date: 3/6/2020	Revised By: Nicole Stricker	Supersedes: 2/24/16	Page 1 of 1
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In the event that maintenance does any work in your department, the adjacent form will need to be filled out. This form will prove that cleaning and sanitation were performed after a job is completed by maintenance, as well as track repairs for the departments.

These forms can be found with the shortcut on your web browser, labeled- submit a work request.

The department will fill in all required information for the work request, providing as much detail as possible. After all information has been entered click the green submit button, and you will receive your work order number.

Once the work order has been completed, an email will be sent to the email provided in the work order request.



### Submit a Work Request

Please enter your details below!

[Wiskerchen Cheese](#) - Auburndale

Title of the Work Request

Please tell us about it and we'll get someone working on it right away!

Does sanitation need to take place after fix is complete?

Your Name

Your Email

Where or what is having the problem?

Set Priority

Requested Completion Date

Add Picture/Document

**Submit**

[Check Work Requests You've Submitted](#)

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_