



# LOWER MAKEFIELD TOWNSHIP Parks & Recreation



## MAINTENANCE WORK ORDER PROTOCOL

### Point of Contact:

Contact: Lynn Todd, Operations Manager  
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- When there is a problem within the parks a work order protocol is activated.
- The Operations Manager completes a through written work order including the date, location, and a description of the work to be completed.
- If an issue is an emergency or needs to be resolved within 24 hours, the Operations Manager will call the Crew Lead member directly.
- In the event of an Emergency the Operations Manager will follow up with crew lead for a completed form the following day.
- If the issue is not time sensitive, one copy of the work order will be placed in the designated bin located in the Community Center (1550 Oxford Valley Rd.).
- The Other Copy will be kept with the Operations Manager.
- The Maintenance Crew Lead is responsible for checking the bin each morning.
- The Maintenance crew lead will evaluate the work orders and assign them to the appropriate crew member based on special skill or location.
- Once the work order is complete the responsible crew member will indicate the job has been done by writing "Completed On this date" on the work order and return it to the Operations Manager.

(It is the Operations Managers responsibility to follow up with work orders to ensure they are completed within a timely manner)

The Operations Manager will then log the work order on an excel file.

Approved

Date

4/22/2022