STANDARD OPERATING PROCEDURE #  FDO 4.002

Subject: Utilities Trouble Call Log Sheet

Purpose and Scope: This log sheet will be used by the Utility Plant Operators to identify what type of request and or trouble calls are received after normal working hours. This log will assist supervision in informing other departments as to the nature of the problems that have occurred and what action was taken to correct the situation if it was possible.

Procedure: All operators will fill out an individual trouble log sheet for each trouble call that is received during their shift. Operators should be as descriptive as possible when filling the form out. Other types of requests should also be noted on the log sheet.

At the end of each shift, the reports should be forwarded to supervision for processing the following day to Work Control Center.

Developed by:

[Signature]

Marshall Seymore
Director
Utilities, Energy & Sustainability

Approved by:

[Signature]

Dr. James Barnett
Associate Vice President
Facilities Development & Operations