

SUBJECT: Facilities and Safety Unit Work Log Procedures	Effective Date: 2/2/12	Procedure Number: FS2012 FS0002	
	Supersedes:	Page 1	Of 3
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

Work Log procedures apply to all units within Facilities & Safety. Unit Directors are accountable to the Associate Vice President for the maintenance and upkeep of this log.

PROCEDURE STATEMENT:

These procedures will provide a means to identify personnel strengths and deficiencies in time management, equipment and project status reports.

DEFINITIONS:

CMMS – Computerized Maintenance Management System (SPROCKET)

OOO – Out of Commission

PROCEDURES:

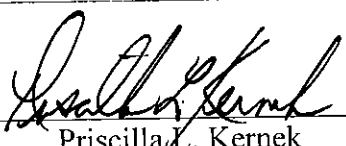
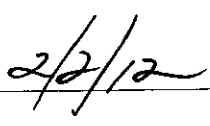
Establish a Departmental Work log folder on your Departmental server. (F&S IT). Each work center in the unit will have a folder on the server that will be used to keep a running track of employee time that has been documented through CMMS work order completion.

This information will be in a spreadsheet format that includes Week of; list of employees by name; total hours worked that week based on SPROCKET Report (<http://sprocket.ucf.edu/Reports/CrystalViewer.aspx?ID=70>); equipment that has been placed OOO or is operating at reduced capability with amplifying information; and significant projects with status.

This weekly report will be saved to the master file and the information accumulated will be used to assess efficiency of employee productivity, inform Management of systems' operational condition, and provide current project status.

RELATED LINKS:

SPROCKET Enterprise Report "Employee Time By Employee, Shop, Date Range"
<http://sprocket.ucf.edu/Reports/CrystalViewer.aspx?ID=70>

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	

(Shop Name) Shop Work Log

DATE _____

PM

Y / N

Assigned

Line Item	Date	Equipment	Problem	Est Cost	Status/ETR	WO#	Y / N	Assigned
1	11/24/2011	Bldg 001 3rd floor lighting panel L1L3	Shorted out due to faulty breaker #32	\$1750.00	Panel on order ETA 12/15/11 ETR 12/16/11	11-312213	N	Employee's Name
2								
3								
4								
5								
6								
7								
8								
9								
10								

Employee Hours 11/28/11 thru 12/2/11

Hours Available

Work Order Labor Completed

Undocumented

Leave

Employee's Name	37.5	33.25	4.25	0
Employee's Name	37.5	34	3.5	0
Employee's Name	37.5	30	7.5	8
Employee's Name	37.5	34.75	2.75	0
Employee's Name	37.5	32	5.5	0