

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

Number: D360.02.01

Effective: 08-11-00

Revised: 12/05/02

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Subject: The Authority's Work Control
Program

PURPOSE: To set forth the notification procedures to follow when maintenance service work is required.

GENERAL: The Authority's Maintenance Work Control system is established to provide for timely reporting and tracking of repairs, preventive maintenance and work requests. Maintenance is responsible for the management of Work Control.

PROCEDURE:

A. Emergency and Routine Repairs:

1. All routine requests/repairs will be processed through the Work Control desk by calling (813) 870-8740.
2. Maintenance emergencies are to be immediately reported to Work Control or, after hours, 5:00 p.m. to 7:30 a.m., the Communications Center at (813) 870-8770.

B. Requests for Work Other Than Repairs:

1. All requests for small furniture moves, room set-ups or moving miscellaneous items should be initiated a minimum of three working days in advance.
2. All requests for painting and minor remodeling should be initiated at least 30 days in advance.
3. Tenant projects that require an Authority tenant work permit (TWP) are coordinated directly with the Maintenance TWP Coordinator and are not part of the Work Control system.

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APPROVED: /s/ John Wheat DATE: 12/10/02