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TRADE SHOP WEEKLY LABOR REPORT (MOP-W003)  
Sacramento City Unified School District

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**1.0 SCOPE:**

1.1 This work instruction is to provide direction for preparing the Weekly Labor Report.

**2.0 RESPONSIBILITY:**

2.1 Supervisor, Trade Shop

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**3.0 APPROVAL AUTHORITY:**

3.1 Director, Facilities and Maintenance

**4.0 DEFINITIONS:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature on file

\_\_\_\_\_  
Date

4.1 **Weekly Labor Report:** A weekly summary report showing site name, date, Work Order number, labor hours, parts usage, Preventive or Routine Maintenance, and status.

**5.0 PROCEDURE:**

5.1 The weekly labor report is to be turned in by each Technician by the end of each week.

5.2 It is the responsibility of each Technician to report their labor hours and parts usage on the appropriate Work Order and on the Weekly Labor Report.

5.3 It is the responsibility of each Technician to request a Work Order from the Trade Supervisor for repairs made without a Work Order.

5.4 Should the Technician not have a requested Work Order available at the time the Weekly Labor Report is due, fill in as much information as possible to assist in completing the Work Order when it is available. Turn in the report to the Supervisor.

5.5 Attach any additional notes needed on a separate sheet of paper or on the back of the report form.

5.6 The Supervisor must approve any exceptions to these procedures.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Trade Shop Weekly Labor Report

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Weekly Labor Report	Trades Office	One Year	Recycle	Access limited to Operations Support Services Personnel.

