

## SHOP REQUEST WORK ORDER

Purpose: this form is **required** from all students seeking support from the Shop. It is to be completed by students **as soon as a need has been identified**. In order to complete this form, students must meet with the technician supervisor to discuss their needs. **Planning ahead is mandatory!** To make a meeting with the technician supervisor use the following:

<http://hansena.youcanbook.me/> Complete the following (a-d) prior to meeting:

- a) Course support is required for (what class): \_\_\_\_\_
- b) Does the team plan to use the shop themselves? If so, “shop access training” is required and must be scheduled. What is the team’s need date to begin working in the shop: \_\_\_\_\_
- c) If the team needs shop support other than training, the team expects to have sufficient details to begin the work no later than: \_\_\_\_\_
- d) Date the team needs work to be completed by: \_\_\_\_\_

### Technician Comments:

- e) Is the proposed work appropriate and easily fabricated?
- f) Are enough details provided, such as sketches, for this request (attach sketches, notes, etc. to this document)?
- g) If enough details were not provided, what other details or information is required and by when?
- h) Are materials or supplies required and if so, what are they and who will be responsible for their acquisition?
- i) What is the “next step” for the students and when is that required?

It is understood by the students that this is *preliminary planning* and *further timely communication may be required* before successful completion of shop support. **It is the student’s responsibility to make sure communication is occurring.** Signatures and dates:

\_\_\_\_\_  
Technician Supervisor, date.

\_\_\_\_\_  
Students, date

Work Order Number (year-month-date-requester’s name): \_\_\_\_\_  
Year-month-date-name

Based on this information, the Technician Supervisor estimates he will need to start working on this no later than: \_\_\_\_\_. This will require approximately \_\_\_\_\_shop hours of work. Shop Technician, once this work order is signed, provide the course instructor with two copies. The instructor will keep on copy and pass the other onto the students.