WM-02 AiM SOP User Guide

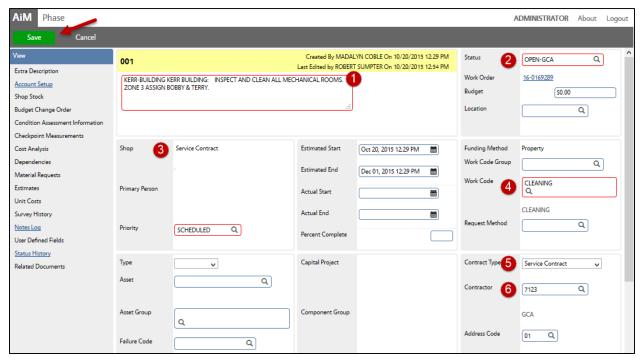
## Work Control/FM Supervisors: Assigning Billable Work Orders to GCA

Depending on type of call, either the Action Desk or a Manager/Supervisor will create a phase for GCA.

1. **Edit** the work order that will be assigned to GCA for custodial services.



2. Create a new **Phase**, click: **Add**, or edit an existing phase if necessary.



- 3. Save the work order.
- GCA and the FM Maintenance Engineering will receive an email confirmation.

Facilities Management has opened a work order for above baseline services to be provided by GCA.

Work Order:
Start Date:
Estimated End Date:
Description: JANITORIAL SERVICES

Upon completion of this work, GCA is expected to set the status of this phase to COMPLETE and to submit an electronic invoice (AIM External Charge).