

# Division of School Facilities

## PassPort Portal/J Custodian Basic Information & Instruction Guide

**New York City Department of Education  
Office of School Support Services  
IT/Applications  
PassPort Group**

**September 2005**

# PASSPORT STUDY GUIDE VERSION 10

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## SCOPE AND PURPOSE OF PASSPORT

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### Scope and Purpose of Passport

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**P**assPort is a computerized maintenance management system (CMMS) that integrates business and operational modules for the purpose of assisting in the day-to-day operation of the Division of School Facilities. PassPort uses a central data repository to contain all the information required to perform tasks within each application or module. All areas of PassPort rely on Data Management, System Administration and the Financial Transaction Infrastructure. Some of the applications or modules that are currently used at the Division of School Facilities includes Work Management, Contract Management, Purchasing Management, Inventory Management, and Accounts Payable and Labor Entry and Reporting.

All of the modules in PassPort fit together like pieces of a puzzle. Each module depends on the other with Work Management serving as the core. Requests for work repairs and maintenance are created and processed in Work Management with additional transactions branching out to the other modules when applicable.

- **Work Management**—This module enables the user to access data and record essential progress of an electronic PO18 (request for work/repairs). The Work Management Module is interfaced with the Inventory Management Module to provide access to information of catalog items, parts reserved to perform work/repairs, parts reorder and special order functions. Work Management also tracks work orders in backlog and applies pre-assigned priority parameters to the scheduling programs to help provide a consistent view of work assigned and available remaining resources. Work Management is considered the starting point for nearly all DSF operations recorded within PassPort.
- **Inventory Management**—This module is designed to enable the user to manage, process, and record all phases of inventory and warehouse management in support of plant operations and maintenance. PassPort also enables DSF personnel to be informed about all phases of inventory management and operations.
- **Purchasing Management**—This module is designed to enable Finance/Accounting and Purchasing personnel to manage, process and record all phases of material procurement processing in support of DSF operations and maintenance. It also keeps the user informed and in control of critical phases of the purchasing process (i.e., Material Requests, Purchase Requisition and Purchase Orders).



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## SCOPE AND PURPOSE OF PASSPORT

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### Scope and Purpose of Passport

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- **Contract Management** - This module is designed to handle DSF Contracts (Requirement and Service) for outside service projects for all schools. Users have the ability to create a contract requisition, request for a new contract, and create a release against an existing blanket contract (Proceed Order).
- **Accounts Payable** - This module is an integrated set of process, designed to support invoice entry, transaction matching, cash disbursements and reconciliation functions. Accounts Payable is also fully integrated with other PassPort systems, including Inventory Management, Purchasing, and Contract Management.
- **Labor Entry and Reporting-** This module enables the user to capture and report labor for both employees and contractors. The specific functions performed in LER is; entering and revising labor hours; review and approve labor hours; post labor hours for payment and time sheet administration.



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## DISCIPLINE DEFINITIONS

### Discipline Definitions

*Who is responsible for doing the work?*

<b>A</b>	Department of Citywide Administrative Services
<b>B</b>	Elevator
<b>D</b>	District Responsibility
<b>DOT</b>	Department of Transportation Side Walk Work
<b>E</b>	Architecture and Engineering
<b>F</b>	Facility Management Services
<b>G</b>	Garage
<b>H</b>	Health and Safety
<b>I</b>	Inspections
<b>J</b>	JOCS/Job Order Contract Services
<b>K</b>	Brooklyn/Richmond Area Office
<b>L</b>	Leasing
<b>N</b>	New York Power Authority
<b>O</b>	Operations/Custodian Staff
<b>P</b>	Plant Manager
<b>Q</b>	Queens Area Office
<b>R</b>	Central Repair Office
<b>S</b>	Strategic Planning
<b>U</b>	Unassigned
<b>T</b>	Capital Task Force
<b>V</b>	Division of Design & Construction
<b>X</b>	Bronx/Manhattan Area Office
<b>Y</b>	School Construction Authority
<b>Z</b>	Security



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## PRIORITY DEFINITIONS

### Priority Definitions

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*The priority indicates the order and importance of the work repair requested.*

- 01—Emergency
- 02—Violation
- 04—Critical
- 06—Program Funded
- 07—Routine
- 08—3-1-1 Service Requests
- 99—Improvement



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## UCR (FUNDING) DEFINITIONS

### UCR (Funding) Definitions

*What program is funding the repairs?*

UCR	TYPE/DESCRIPTION
RD06___	R6 RADIATOR GUARD PROJECT
AH06___	A6 AHERA BOOK UPDATING
CP06___	C6 CAPITAL PROJECTS FY 2006
DM06___	D6 DISTRICT MAINTENANCE FY 2006
GN06___	G6 GENERAL FUNDING FY 2006
JE06___	J6 JOURNAL ENTRY/OUTSIDE FUND F06
LP06___	L6 LEAD PAINT FY 2006
MV06___	M6 MOVES CREATE NEW LEARN CTR F06
SF06___	S6 OFF. SCHL. FOOD & NUTRITION 06
SN06___	N6 ELECTRICAL WORK FOR SNAPPLE 06
TX06___	T6 FY06 PERSONNEL TIME AND LEAVE
WR06___	W6 WATER SAMPLE TESTING FY 2006



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## UNIT (BOROUGH CODE) DEFINITIONS

### Unit (Borough Code) Definitions

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*The borough location of a school*

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K—Brooklyn

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M—Manhattan

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Q—Queens

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R—Staten Island

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X—Bronx

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L—Long Island

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P—Puerto Rico

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V—Various

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U—Upstate

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## AREAS - (ROC CODE) DEFINITIONS

### ROC Definitions

*ROC = Regional Operational Center - provide support for DOE schools and facilities*

AREA	DESCRIPTION
ROC1	(B) DIST'S 8, 9, 10, 11, 12
ROC2	(C) DIST'S 25, 26, 28, 29
ROC3	(D) DIST'S 19, 23, 24, 27, 30, 32
ROC4	(F) DIST'S 17, 18, 20, 21, 22, 31
ROC5	(E) DIST'S 13, 14, 15, 16
ROC6	(A) DIST'S 1, 2, 3, 4, 5, 6, 7



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## WORK TRADE CODE DEFINITIONS

### Work Trade Code Definitions

*(PEG = Primary Equipment Group Field)*

*Indicates the skill necessary to complete the task*

<b>00</b> Maintenance/Supervisor Mechanics
<b>01</b> Carpentry
<b>02</b> Electric
<b>03</b> Maintenance
<b>04</b> Plumbing
<b>05</b> Steamfitting
<b>08</b> Masonry
<b>09</b> Plastering
<b>10</b> Painting
<b>11</b> Doorchecks
<b>12</b> Glazing
<b>13</b> Locksmith
<b>15</b> Roofing
<b>16</b> Sheet Metal
<b>17</b> Stage Rigging
<b>18</b> Fence Crew
<b>19</b> Graphics
<b>20</b> Machine Shop
<b>21</b> Oil Burner
<b>22</b> Refrigeration/Air Conditioning
<b>24</b> Elevator
<b>25</b> Boilermaker
<b>26</b> Pest Control
<b>30</b> Clocks
<b>32</b> Telephones
<b>34</b> Public Address System
<b>35</b> Thermostat
<b>36</b> Motor Repair
<b>38</b> Computer Cabling & Wiring
<b>39</b> Public Assem Elect
<b>42</b> Furniture Repairing/Refinishing
<b>43</b> Window Shades
<b>44</b> Trucking/Laborers
<b>45</b> Welding
<b>68</b> JOCS-Multiple Trades
<b>69</b> JOCS-Outside Group
<b>75</b> Environmental
<b>77</b> Asbestos
<b>79</b> Lead



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## WORK TRADE CODE DEFINITIONS

### Work Trade Code Definitions

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*(PEG = Primary Equipment Group Field)*

*Indicates the skill necessary to complete the task*

<b>80</b>	Automotive Mechanical
<b>90</b>	Integrated Security Systems
<b>91</b>	Petroleum Bulk Storage
<b>92</b>	Fire Extinguishers
<b>95</b>	Facility Management Services
<b>96</b>	Occupancy And Elevator Signs
<b>97</b>	Housekeeping



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## RESOURCE (LABOR) CODE DEFINITIONS

### Resource (Labor) Code Definitions

*Labor codes required to perform work*

Code	Description
10001	CLEANER
10002	HANDYPERSON
10003	FIREMAN
10004	CUSTODIAN
12200	STOCKWORKER L-1
12201	STOCKWORKER L-2
12202	SUPV OF STOCKWORKER
12207	STOCK HANDLER ASST
12214	STOCK HANDLER
12215	STOREKEEPER
20113	ENGINEERING TECH L2
20118	ASSOC ENG TECH L-1
20122	ESTIMATOR (G.C.)
20126	SENIOR ESTIMATOR
20210	ASSISTANT CIVIL ENGINEER
20215	CIVIL ENGINEER L1
20310	ASSISTANT ELECTRICAL ENGINEER
20315	ELECTRICAL ENGINEER
20410	ASSISTANT MECHANICAL ENGINEER
20415	MECHANICAL ENGINEER L1
21	OIL BURNER
21210	ASSISTANT ARCHITECT
21215	ARCHITECT
22110	ASST PLANNER
22122	CITY PLANNER L-1
22426	PROJECT MANAGER
31305	INDUSTRIAL HYGIENIST
31313	ASBESTOS HANDLER
31314	ASBESTOS HANDLER SUPERVISOR
34202	CONST PROJECT MANAGER L-1
34205	SUPV ELECT INSTALL & MAINT
34221	SUPV MECH INSTALL & MAINT
45	WELDER
90510	EXTERMINATOR

Code	Description
90711	ELEVATOR MECHANIC HELPER
90716	GLAZIER
90723	LOCKSMITH
90726	MAINTENANCE WORKER
90733	RADIO REPAIR MECHANIC
90735	ROOFER
90750	WINDOW SHADE REPAIRER
90751	BOILER MAKER
90753	LABORER
90756	CONSTRUCTION LABORER
90760	RADIO REPAIR MECHANIC SUPER
90762	DOOR STOP MAINTAINER SUPERVISOR
90763	LOCKSMITH SUPERVISOR
90769	ELEVATOR MECHANIC SUPERVISOR
90774	FOREMAN OF MECHANICS
90775	ROOFER SUPERVISOR
90776	BOILER MAKER SUPERVISOR
90778	GLAZIER SUPERVISOR
90779	WINDOW SHADE REPAIRER SUPER
90800	CLOCK REPAIRER SUPERVISOR SUPERVISOR (LABORER/ MAINTENANCE)
91310	ELECTRICIAN
91717	ELECTRICIAN HELPER
91722	ELECTRICIAN SUPERVISOR
91769	ELECTRICIAN SUPERVISOR
91830	PAINTER
91873	PAINTER SUPERVISOR
91915	PLUMBER
91916	PLUMBER HELPER
91925	STEAMFITTER
91926	STEAMFITTER HELPER
91940	THERMOSTAT MECHANIC
91964	THERMOSTAT MECHANIC SUPER
91971	STEAMFITTER SUPERVISOR
91972	PLUMBER SUPERVISOR





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## WORK STATUS DEFINITIONS

### Work Status Definitions

<b>WORK REQUEST VALUE MEDIUM DESCRIPTION</b>
ACTIONED—Work Request Has Been Assembled
APPROVED—Work Request Has Been Approved
CANCEL—Work Request Has Been Cancelled
COMPLETE—Work Request Has Been Completed
H/APPR—Hold For Approval
MINOR—Minor Maintenance
ORIG—Work Request Has Been Originated
RETURNED—Returned For Additional Information, Facility 99 Only

<b>WORK ORDER VALUE MEDIUM DESCRIPTION</b>
ACTIVE—The Work Order Has Been Approved
AUTHORZD—The Model Work Order Has Been Authorized
AWAIT/C—Work Order Labor Completed Now Awaiting Completion Comments
CANCEL—The Work Order Is Cancelled. No Maintenance Work Will Be Performed
CLOSED—Work Is Complete. No More Charges Can Accrue To Work Order
COMPLETE—All Work Has Been Completed For The Work Order
H/APPR—Hold For Approval. Task Has Been Routed For Approval.
H/CMPL—Hold For Completion. Task Has Been Routed For Completion
PLAN—The Work Order Is In The Planning Process
SUSPEND—Work Order Processing Has Been Suspended

<b>WORK ORDER TASK VALUE MEDIUM DESCRIPTION</b>
APPROVED—Approved
CANCELED—Cancelled
CLOSED—Work Is Complete. No More Charges Can Accrue To Work Order
COMPLETE—All tasks on Work Order are Completed
CXCL/REQ—Cancellation denied
CXCL/REQ—Cancellation requested
FINISHED—Work on a task is complete and closed.
H/APPR—On hold for approval (AAA sent)
H/OPS—On hold for operation's review
PLAN—In planning process. Has not been approved.
READY—Ready for work to begin
SUSPEND—Work Order Task Processing Has Been Suspended
RETURNED—Returned for additional information
WORKING—Work is in progress



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

Code	Description
<b>AIR CONDITIONING AND REFRIGERATION REPAIRS</b>	
AC	REPAIR CENTRAL A/C UNIT (SPECIFY LOCATION/MODEL) (5125)
AE	CHECK/REPAIR ELECTRIC CONTROLS (SPECIFY LOC/MODEL) (5180)
AF	CHECK ANTIFREEZE (SPECIFY LOCATION) (5135)
AM	MISCELLANEOUS REFRIGERATION WORK (SPEC LOC/TYPE/QTY)(5199)
AP	REPAIR PACKAGE A/C UNIT (SPECIFY LOC/QTY/MODEL) (5130)
AS	REPAIR ANTIFREEZE SYSTEM (SPECIFY LOCATION/MODEL) (5140)
AV	REPAIR UNIVENTS (SPECIFY LOCATION/QTY) (5145)
AX	REPAIR WINDOW A/C UNIT (SPECIFY LOC/MODEL/QTY) (5115)
<b>BOILER REPAIRS (DOES NOT INCLUDE BURNERS)</b>	
BA	REPLACE HAND HOLE COVER (SPECIFY LOCATION) (3820)
BC	REPLACE MAN HOLE COVER (SPECIFY LOCATION) (3825)
BD	REPLACE BOILER DOOR GASKETS (SPECIFY LOCATION/MODEL) (3831)
BF	REPAIR DOOR FRAMES AND/OR HINGES (SPEC LOC/QTY) (3835)
BG	REPAIR/REPLACE GRATES/FRAMES AND SHAKER BAR (SPECIFY)(3845)
BH	REPLACE HAND HOLE RING (SPECIFY LOCATION/QTY) (3810)
BM	REPLACE MAN HOLE RING (SPECIFY LOCATION/QTY) (3815)
BR	REPLACE STAY ROD (SPECIFY LOCATION/QTY) (3806)
BS	WELD SEAMS (SPECIFY LOCATION/QTY) (3840)
BT	RE-ROLL TUBES (SPECIFY LOCATION/TYPE/QTY) (3803)
BU	PATCH TUBE SHEET (SPECIFY LOCATION/QTY) (3841)
BW	WELD CONNECTION COMING OFF BOILER (SPECIFY LOCATION) (3830)
BX	REPAIR/REPLACE BREECHING AND SMOKE BOX (SPECIFY) (3850)
BY	RETUBE BOILER (SPEC LOCATION/NUMBER OR FULL RETUBE) (3800)
BZ	MISCELLANEOUS BOILERMAKER REPAIRS(SPEC LOC/MODEL/QTY)(3900)
<b>BURNER REPAIRS</b>	
OB	REPAIR OIL BURNER (MECHANICAL) (SPEC LOC/MODEL/QTY)(5300)
OE	REPAIR OIL BURNER (ELECTRIC) (SPECIFY LOC/MODEL/QTY) (5320)
OF	REPAIR/REPLACE FAN (SPECIFY LOC/INDUCED/FORCED/QTY) (5314)
OG	REPAIR GAS BURNER HEAT (SPECIFY LOCATION/MODEL/QTY) (5360)
OH	REPAIR/REPLACE OIL HEATER (SPEC LOCATION/MODEL/QTY)(5306)
OI	DISASSEMBLE CLEAN COIL GAS WATER HEIGHT(SPEC LOC/QTY)(4597)
OL	REPLACE OIL LEVEL INDICATOR (SPECIFY LOC/MODEL/QTY) (5330)
OM	REPAIR/REPLACE FRESH AIR DAMPER MOTOR (SPEC LOC/QTY)(5375)
OP	REPAIR/REPLACE OIL PUMP (SPECIFY LOCATION/MODEL/QTY) (5310)
OU	REPAIR UNIT HEATER (SPECIFY LOCATION/MODEL/QTY) (5350)
OW	REPAIR HOT WATER HEATER (SPECIFY LOCATION/MODEL/QTY) (5345)
OX	MISCELLANEOUS OIL BURNER WORK (SPECIFY LOC/TYPE/QTY)(5399)
<b>CARPENTRY REPAIRS</b>	
1A	REPAIR/REHANG DOOR (SPECIFY LOCATION/TYPE/QTY) (0008)
1B	INSTALL WOOD DOOR W/ HARDWARE (SPECIFY LOC/TYPE/QTY)(0015)



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

Code	Description
<b>CARPENTRY REPAIRS</b>	
1C	INSTALL VISION PANEL (SPECIFY LOCATION/QTY) (0016)
1D	COVER VISION PANEL (SPECIFY LOCATION/QTY) (0017)
1E	INSTALL METAL DOOR W/ HARDWARE (SPECIFY LOC/QTY) (0020)
1F	REPAIR DOORJAMB/FRAME (SPECIFY LOCATION/QTY) (0027)
1G	COVER DOOR WITH SHEET METAL (SPECIFY LOCATION/QTY) (0056)
1H	REHANG CROSS CORRIDOR DOOR (SPECIFY LOCATION/QTY) (0060)
1I	REPAIR/REPLACE DOOR SADDLE (SPECIFY LOCATION/QTY) (0081)
1L	REPAIR/REPLACE WOOD FLOORING (SPECIFY LOCATION/SQF) (0105)
1M	INSTALL PLYWOOD UNDERLAYMENT (SPECIFY LOCATION/SQF) (0107)
1N	INSTALL FLOOR TILE (SPEC LOC/SQF/TYPE/SIZE) (0112)
1O	REPAIR WINDOW SASH (SPEC SASH/CHAIN/BALANCE/LOC/QTY) (0115)
1P	REPLACE WINDOW SILL (SPECIFY LOCATION/QTY) (0118)
1Q	REPAIR WINDOW FRAME (SPECIFY LOCATION/QTY) (0119)
1R	REPAIR/INSTALL CEILING TILE (SPEC LOC/SQF/TYPE/SIZE)(0135)
1T	INSTALL PREHUNG CHALKBOARD (SPECIFY LOC/TYPE/QTY) (0145)
1U	INSTALL DRY MARKER BOARD (SPECIFY LOC/TYPE/QTY) (0147)
1V	INSTALL CORKBOARD (SPECIFY LOC/TYPE/QTY) (0150)
1W	INSTALL PREHUNG CORKBOARD (SPECIFY LOC/TYPE/QTY) (0150)
1X	REPLACE CHALKBOARD SECTION (SPECIFY LOC/TYPE/QTY) (0155)
11	INSTALL STAGE HANDRAIL (SPECIFY LOC/TYPE/QTY) (0166)
12	SAFE UP DANGEROUS AREA (SPECIFY LOC/TYPE/SIZE) (0168)
13	INSTALL WOOD RAMP (SPECIFY LOCATION/TYPE/QTY) (0170)
14	INSTALL TOILET PARTITION (SPECIFY LOCATION/QTY) (0171)
15	INSTALL TOILET DOOR (SPECIFY LOCATION/QTY) (0172)
16	INSTALL A/C LOWER SASH (SPECIFY LOC/TYPE/QTY) (0174)
17	INSTALL A/C UPPER SASH (SPECIFY LOC/TYPE/QTY) (0175)
18	REPAIR SHEETROCK PARTITION (SPECIFY LOC/SQF/QTY) (0191)
19	MISCELLANEOUS CARPENTRY WORK (SPECIFY LOC/TYPE/QTY)(0200)
C2	INSTALL SHEETROCK PARTITION (SPECIFY LOC/SQF/QTY) (0190)
<b>CHAIN LINK FENCE WORK</b>	
FF	REPAIR/REPLACE CHAIN LINK FENCE (SPEC LOC/TYPE/SQF) (1260)
FG	REPAIR/REPLACE GATE HARDWARE (SPECIFY LOCATION/TYPE) (1258)
FH	REPAIR HOLE IN CHAIN LINK FENCE (SPECIFY LOC/TYPE) (1254)
FM	MISCELLANEOUS CHAIN LINK FENCE WORK (SPEC LOC/TYPE)(1250)
FV	REPAIR/REPLACE FENCE VERTICAL POLE (SPECIFY LOCATION)(1257)
FW	REPAIR/REPLACE/INSTALL CHAIN LINK FENCE GATE(SPECIFY)(1258)
<b>COMPUTER CABLING/ATS</b>	
PB	INSTALL COMPUTER/TELEPHONE CABLE (SPECIFY LOC/QTY) (4401)
<b>DEMOLITION/DISCONNECTING EQUIPMENT</b>	
XH	DEMOLISH/REMOVE HAZARD (SPECIFY LOCATION/TYPE/QTY) (1264)
XM	DISCONNECT MACHINERY/FIXTURES (SPECIFY LOC/TYPE/QTY) (4326)



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

Code	Description
<b>DOOR CHECK REPAIRS/INSTALLATION</b>	
XW	REMOVE CONDUIT AND WIRING (SPECIFY LOC/TYPE/QTY) (4327)
XX	MISCELLANEOUS DEMOLITION (SPECIFY LOCATION/ITEM/SQF) (1300)
DA	INSTALL CONCEALED DOOR CHECK (SPECIFY LOCATION/QTY) (5225)
DC	INSTALL DOOR CHECK (SPECIFY LOCATION/MODEL/QTY)5200)
DD	INSTALL DOOR HOLDER (SPECIFY LOCATION/QTY) (5220)
DF	INSTALL FLOOR CHECK (SPECIFY LOCATION/QTY) (5210)
DM	MISCELLANEOUS DOOR CHECK WORK (SPECIFY LOC/TYPE/QTY) (5299)
DP	REPAIR/REPLACE PIVOTS/CONCEALED DOOR CHECK (SPECIFY) (5228)
DR	REPAIR/REBUILD DOOR CHECK (SPECIFY LOCATION/QTY) (5205)
<b>ELECTRICAL REPAIRS/INSTALLATION</b>	
21	REPAIR SMOKE ALARM SYSTEM (SPECIFY LOCATION/MODEL) (4340)
22	REPAIR HEAT DETECTOR SYSTEM (SPECIFY LOCATION/MODEL) (4345)
23	REPAIR/REPLACE LIGHTING/POWER CIRCUIT (SPEC LOC/TYPE)(4350)
24	LOAD CENTER PANEL 100 AMP (SPECIFY LOC/TYPE/QTY) (4360)
25	MISCELLANEOUS ELECTRICAL WORK (SPECIFY LOC/TYPE/QTY)(4380)
26	REPAIR/REPLACE SOLENOID VALVE (SPECIFY LOCATION/QTY) (4450)
2A	REPAIR/REPLACE SWITCH (SPECIFY LOC/TYPE/QTY) (4235)
2B	INSTALL SWITCH & WIRING (SPECIFY LOC/TYPE/QTY) (4236)
2C	REPAIR/REPLACE RECEPTACLE (SPECIFY LOC/TYPE/QTY) (4240)
2D	INSTALL RECEPTACLE AND CIRCUIT (SPEC LOC/TYPE/QTY) (4241)
2E	INSTALL FAN AND WIRING (SPECIFY LOC/TYPE/QTY) (4242)
2F	REPAIR/REPLACE CONTROL CIRCUIT WIRING/DEVICES(SPECIFY)(4245)
2H	REPAIR/REPLACE CIRCUIT BREAKER (SPEC LOC/TYPE/QTY) (4250)
2I	REPAIR/REPLACE START/STOP STATION (SPECIFY LOC/QTY) (4255)
2J	REPAIR/REPLACE MOTOR STARTER (SPECIFY LOC/MODEL/QTY) (4265)
2K	REPAIR/REPLACE FUSIBLE SWITCH SAFETY (SPEC LOC/QTY)(4270)
2L	REPAIR/REPLACE ELECTRIC MOTOR (SPEC LOC/MODEL/QTY) (4275)
2M	REPAIR/REPLACE MOTOR AND CONTROLLER (SPEC LOC/MODEL)(4276)
2N	REPAIR/REPLACE PANEL BOARD AND/OR MAIN SWITCH(SPECIFY)(4280)
2O	REPAIR/REPLACE TIME SWITCH (SPECIFY LOC/TYPE/QTY) (4285)
2P	REPAIR/REPLACE PRESSURE CONTROL (SPEC LOC/TYPE/QTY)(4286)
2Q	REPAIR/REPLACE PHOTO ELECTRIC CELL (SPEC LOC/QTY) (4324)
2R	INSTALL FLUORESCENT FIXTURE (SPECIFY LOC/SIZE/QTY) (4310)
2S	INSTALL INCANDESCENT FIXTURE (SPECIFY LOC/SIZE/QTY) (4315)
2T	REPAIR/REPLACE FIXTURE (SPECIFY LOCATION/TYPE/QTY) (4316)
2U	INSTALL BALLAST (SPECIFY LOC/QTY/TYPE) (4320)
2V	REPAIR/REPLACE DOOR BELL (SPECIFY LOC/TYPE/QTY) (4330)
2W	REPAIR CORR ANNOUNCE BELL SYSTEM (SPECIFY LOC/MODEL) (4331)
2X	REPAIR FIRE ALARM SYSTEM (SPECIFY LOCATION/MODEL) (4335)
2Y	REPAIR/REPLACE BELL GONG (SPEC LOCATION/MODEL/QTY) (4336)



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

Code	Description
<b>ELEVATOR REPAIRS/INSPECTIONS</b>	
ZZ	REPAIR SPRINKLER ALARM SYSTEM (SPEC LOC/TYPE/MODEL) (4338)
ZW	REPAIR/REPLACE CONTROL WIRING (SPECIFY LOC/TYPE/QTY) (4337)
V5	INSPECT SIDEWALK/FREIGHT ELEV (5 YEAR)(SPEC LOC/MODEL)(3635
VA	REPAIR ASH HOIST (ELECTRICAL/MECHANICAL) (SPEC LOC)(3620)
VB	REPAIR SIDEWALK ELEVATOR (SPECIFY LOCATION/MODEL) (3655)
VD	REPAIR DUMBWAITER (SPECIFY LOCATION/MODEL/QTY) (3615)
VF	REPAIR FREIGHT ELEVATOR (SPECIFY LOCATION/MODEL) (3605)
VI	INSPECT PASSENGER ELEVATOR (SPECIFY LOC/MODEL) (3650)
VM	MISCELLANEOUS ELEVATOR WORK (SPECIFY LOC/TYPE/MODEL) (3680)
VP	REPAIR PASSENGER ELEVATOR (SPECIFY LOCATION/MODEL) (3600)
VS	REPAIR SIDEWALK ELEVATOR (SPECIFY LOCATION/MODEL) (3610)
<b>ENVIRONMENTAL AND ENGINEERING REQUESTS</b>	
EA	ASBESTOS ABATEMENT (SPECIFY LOCATION/SIZE) (5700)
EI	ENGINEERING INSPECTION (SPECIFY LOCATION/TYPE) (6000)
ET	ENVIRONMENTAL HEALTH TESTING (SPECIFY LOCATION/TYPE)(5799)
ER	SURVEY ROOF (SPECIFY LOCATION/TYPE/SIZE) (1881)
EB	REMOVE CHEMICALS (SPECIFY LOCATION/TYPE/QTY)
<b>EMERGENCY AND EXIT LIGHTING REPAIRS</b>	
EN	REPAIR/REPLACE AUTOMATIC TRANS SWITCH (SPEC LOC/QTY)(4305)
E1	REPAIR/REPLACE EMERGENCY LIGHT MAIN PANEL (SPECIFY) (4375)
E2	REPAIR/REPLACE EMERGENCY LIGHTING UNIT (SPECIFY) (4376)
E3	REPAIR/REPLACE EMERGENCY LIGHTING UNIT BATTERY (SPEC)(4377)
<b>FURNITURE REPAIRS (CAFETERIA/AUDITORIUM, ETC.)</b>	
JC	REPAIR CAFETERIA MOBILE TABLE (SPECIFY LOCATION/QTY) (0425)
JG	REPAIR GYM BLEECHERS (SPECIFY LOCATION/QTY) (0491)
JI	INSTALL LOCKER (SPECIFY LOCATION/SIZE/TYPE/QTY) (0466)
JL	MISCELLANEOUS LOCKER WORK (SPECIFY LOC/TYPE/QTY) (0475)
JM	MISCELLANEOUS FURNITURE WORK (SPECIFY LOC/TYPE/QTY)(0499)
JO	REPAIR/REPLACE OPERA SEAT (SPECIFY LOCATION/QTY) (0400)
JR	REFINISH FURNITURE (SPECIFY LOCATION/TYPE/QTY)(0495)
JS	ERECT STEEL SHELVING (SPECIFY LOCATION/QTY) (0515)
JT	INSTALL FORMICA LIBRARY TABLE (SPECIFY LOC/SIZE/QTY) (0525)
JX	REMOVE FIXED FURNITURE (SPECIFY LOCATION/TYPE/QTY) (0450)
JY	REMOVE LOCKERS (SPECIFY LOCATION/QTY) (0490)
JZ	CLEAN/REPAIR/SHIP FURNITURE (SPECIFY LOC/TYPE/QTY) (0493)
CZ	INSTALL METAL PARTITION (SPECIFY LOCATION/QTY) (0185)
<b>GLASS AND GLAZING REPAIRS</b>	
GC	CUT/DELIVER WIRE GLASS (SPECIFY LOC/SIZE/QTY) (2180)
GH	REPLACE HEAVY PLATE GLASS (SPECIFY LOC/QTY/SIZE) (2196)
GI	MANUFACTURE/INSTALL/REPAIR/REPLACE IGU(SPEC LOC/SIZE)(2118)



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

Code	Description
<b>GLASS AND GLAZING REPAIRS</b>	
GK	INSTALL MIRROR (SPECIFY LOCATION/SIZE/QTY) (2194)
GL	REPAIR/REPLACE WINDOW-WOOD SASH(SPECIFY LOC/QTY/SIZE)(2100)
GM	REPAIR/REPLACE WINDOW-METAL SASH (SPEC LOC/QTY/SIZE)(2110)
GS	REPAIR WIRE GLASS (SPECIFY LOCATION/QTY) (2125)
GT	REPAIR/REPLACE TRANSOM WINDOW (SPECIFY LOCATION/QTY) (2116)
GX	MISCELLANEOUS GLAZING WORK (SPEC LOC/TYPE/SIZE/QTY)(2200)
GY	REPAIR SKYLIGHT WIRE GLASS (SPECIFY LOCATION/QTY) (2135)
<b>GRAPHICS AND SIGN SHOP WORK</b>	
HA	FABRICATE ALUMINUM VINYL SIGN (SPEC LOC/SIGN/QTY) (1406)
HB	ENGRAVE BRAILLE SIGNS(SPECIFY LOCATION/SIGN/QTY) (1412)
HD	REPAIR GLASS DISPLAY GLASS (SPECIFY LOCATION/QTY) (2160)
HE	FABRICATE SIGNS (SPECIFY LOCATION/SIGN/QTY) (1411)
HT	FABRICATE NO TRESPASSING SIGNS (SPEC LOCATION/QTY) (1414)
HV	FABRICATE VINYL LETTERING (SPECIFY LOCATION/QTY) (1413)
HX	FABRICATE EXTERIOR BUILDING SIGN (SPEC LOC/TYPE/QTY)(1409)
<b>INSPECTION/JOCS/CONTRACT WORK</b>	
6W	REPAIR/REPLACE WINDOWS (SPECIFY LOCATION/QTY) (6031)
7A	REPAIR/INSTALL ASPHALT/PLAY YARD (SPECIFY LOC/SIZE) (6008)
7B	CONSTRUCT SIDEWALK BRIDGE (SPEC LOCATION/SIZE/SQF)(0156)
7D	REPAIR/REPLACE DIFUSERS, FIXTURE (SPEC LOC/TYPE/QTY)(1335)
7F	REFINISH/REPAIR FLOORING (SPECIFY LOCATION/TYPE/SQF) (6015)
7H	PERFORM HYDROSTATIC TEST (SPECIFY LOCATION/TYPE/QTY)
7K	TEST/CLEAN ANSUL SYSTEM (SPECIFY LOCATION/TYPE/QTY)
7P	INSTALL/REPAIR FLAG POLES (SPECIFY LOCATION/LGTH/QTY)(6014)
7R	REPAIR REFRACTORIES (SPECIFY LOCATION/TYPE/QTY) (3870)
7T	REMOVE/PRUNE TREES (SPECIFY LOCATION/QTY) (6029)
<b>JOCS</b>	
7W	SUPPLY REFUSE CONTAINER (SPECIFY LOCATION/QTY) (6040)
7X	DELIVER/REPLACE/TEST FIRE EXTINGUISHERS(SPEC LOC/QTY)(1612)
IA	INSTALL/REPAIR INTRUSION ALARM (SPEC LOC/TYPE/QTY) (3450)
Z1	JOCS-CONCRETE (03000)
Z3	JOCS-CONVEYING SYSTEMS (14000)
Z4	JOCS-DOORS AND WINDOWS (08000)
Z7	JOCS-ELECTRICAL (16000)
ZA	JOCS-EQUIPMENT (11000)
ZB	JOCS-FINISHES (09000)
ZD	JOCS-FURNISHINGS (12000)
ZF	JOCS-MASONRY (04000)
ZI	JOCS-MECHANICAL (15000)
ZL	JOCS-METALS (05000)
ZP	JOCS-SITE WORK (02000)



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

Code	Description
<b>JOCs</b>	
ZS	JOCs-SPECIAL CONSTRUCTION (13000)
ZU	JOCs-SPECIALITIES (10000)
ZV	JOCs-THERMAL AND MOISTURE PROTECTION (07000)
ZZ	JOCs-WOOD AND PLASTIC (06000)
<b>LOCKS AND LOCKSMITH REPAIRS/INSTALLATION</b>	
LA	INSTALL CABINET LOCK (SPECIFY LOCATION/QTY) (0088)
LB	INSTALL RIM TYPE LOCK (SPECIFY LOCATION/QTY) (0087)
LC	REPAIR/REPLACE INT. CLASSROOM DOOR LOCK(SPEC LOC/QTY)(2815)
LD	INSTALL DISTRICT CYLINDER (SPECIFY LOCATION/QTY) (2855)
LE	REPAIR/REPLACE PANEL LOCK (SPECIFY LOC/TYPE/QTY) (2826)
LF	INSTALL INTERIOR PANIC EXIT DEVICE
LH	REPAIR/REPLACE HIGH SECURITY LOCKS (SPECIFY LOC/QTY) (2835)
LK	REKEY CYLINDER (SPECIFY LOCATION/TYPE/LOCK/QTY) (2900)
LL	REPAIR/REPLACE LEVER HANDLE LOCK(HANDICAPPED)(SPECIFY)(2817)
LM	MISCELLANEOUS LOCK SMITH WORK (SPECIFY LOC/TYPE/QTY) (3000)
LN	REPAIR/REPLACE NIGHT LATCH/CYLINDER (SPEC LOC/QTY) (2818)
LP	INSTALL PANIC BAR (SPECIFY LOCATION/QTY) (0090)
LS	REPAIR/OPEN SAFE (SPECIFY LOCATION/TYPE/QTY) (2840)
LV	REPAIR/REPLACE VERTICAL PANIC BAR (SPECIFY LOC/QTY) (2801)
LW	REPAIR/REPLACE WARDROBE/CLOSET LOCK (SPEC LOC/QTY) (2820)
LX	REPAIR/REPLACE EXT DOOR PANIC EXIT DEVICE (SPECIFY) (2805)
<b>MACHINE SHOP REPAIRS</b>	
MA	REPAIR/REPLACE AIR COMPRESSOR (SPECIFY LOC/SIZE/QTY) (5515)
MB	REPAIR/REPLACE BLOWER HVAC (SPECIFY LOCATION/QTY) (5380)
MC	REPAIR/REPLACE CENTRIFUGAL PUMP (SPEC LOC/TYPE/QTY) (5505)
MD	REPLACE COUPLINGS ON PUMP SET (SPECIFY LOC/QTY) (5502)
MF	FABRICATE & INSTALL FLAT BELT(SPEC LOC/TYPE/SIZE/QTY)(5520)
MM	MISCELLANEOUS MACHINIST WORK (SPECIFY LOC/TYPE/QTY) (5599)
MP	REPAIR/REPLACE CHEMICAL FEED PUMP (SPECIFY LOC/QTY) (5560)
MS	REPAIR/REPLACE SUMP PUMP (SPECIFY LOCATION/QTY) (5510)
MV	REPAIR VACUUM PUMPS (SPECIFY LOCATION/QTY) (5500)
MW	REPAIR/REPLACE H/W CIRC PUMP(SPEC LOC/INLINE/BASE MNT)(5589)
<b>MAINTENANCE</b>	
3A	REPAIR/REPLACE WIRE WINDOW GUARD (SPECIFY LOC/QTY) (1465)
3C	PATCH CONCRETE (UP TO 100SF) (SPECIFY LOC/SF) (1294)
3D	REPAIR/REHANG WIRE GATE AT STAIRS (SPECIFY LOC/QTY)(0131)
3G	INSTALL HEALTH ED BASKETBALL HOOPS (SPECIFY LOC/QTY) (1375)
3I	REPAIR/REPLACE PLATE COVER (SPECIFY LOC/TYPE/QTY) (4231)
3J	REPAIR/REPLACE FLUSHOMETER (SPECIFY LOC/TYPE/QTY) (1415)
3L	REPAIR/PLASTER CEMENT WALL (SPECIFY LOCATION/SQF) (1239)
3M	REPAIR/REPLACE ELECTRIC FIXTURE CAGE (SPEC LOC/TYPE)(1340)



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

Code	Description
<b>MAINTENANCE</b>	
3O	REPAIR/REPLACE EXTERIOR BACKBOARD W/PIPE(SPEC LOC/QTY)(1390)
3P	REPAIR/REPLACE STEPS/STAIRS HANDRAIL (SPEC LOC/QTY) (1370)
3R	INSTALL BACKBOARD (SPECIFY LOCATION/TYPE/QTY) (1380)
3S	REPAIR/REPLACE/INSTALL SAFETY SURFACE STAIRS (1361)
3W	REPAIR/REPLACE TILE (SPECIFY LOC/QTY/SQF/TYPE) (1240)
3X	DEMOLISH CARPET LINOLEUM (SPECIFY LOCATION/SQF) (1320)
3Y	INSTALL DRAIN COVERS (SPECIFY LOCATION/QTY/SIZE) (1426)
3Z	INSTALL PIPE INSULATION (SPECIFY SIZE/LGTH/QTY) (1460)
33	MISCELLANEOUS MAINTENCE WORK (SPECIFY LOC/TYPE/QTY)(1200)
WW	REPAIR/REPLACE WINDOW GUARDS (SPECIFY LOC/TYPE/QTY) (2459)
<b>MASONRY AND CONCRETE REPAIRS</b>	
8C	REPLACE SIDEWALK CONCRETE (SPECIFY LOCATION/SQF)(1293)
8D	DEMOLISH CONCRETE (SPECIFY LOCATION/SIZE) (1295)
8F	INSTALL CONCRETE FORM WORK (SPECIFY LOC/SQF) (1291)
8G	REPAIR AND RESET AIRWAY GRATES (SPECIFY LOC/SIZE/QTY)(1298)
8L	REPAIR BLOCK WALL (SPECIFY LOCATION/SIZE/TYPE) (1100)
8P	POINTING (SPECIFY LOCATION/SIZE) (1203)
8R	REPAIR BRICK WALL (SPECIFY LOCATION/SQF) (1101)
8S	REPAIR/REPLACE STAIRS (SPECIFY LOC/TYPE/EXT OR INT) (1360)
<b>PEST CONTROL</b>	
P1	SCHEDULED PEST CONTROL/CHECK/INSPECTION./TREATMENT (LOC/TYPE)
P2	RODENT PEST CONTROL RESPONSE (SPECIFY LOC.TYPE)
P3	MISCELLANOUS INSECT CONTROL RESPONSE (SPECIFY LOC/TYPE)
<b>PLASTER REPAIRS AND PAINTING</b>	
9A	MISCELLANEOUS PLASTER WORK (SPECIFY LOC/TYPE/SQF) (1000)
9D	INSTALL ACCESS DOORS (SPECIFY LOC/TYPE/QTY) (1020)
9P	PLASTER (SPECIFY LOCATION/SQF) (1010)
9S	JOINT TAPING SHEETROCK (SPECIFY LOCATION/SQF) (1015)
PP	PAINT (SPECIFY LOCATION/SURFACE/SQF/PREP REQUIRED) (0800)
PS	SPACKLE (SPECIFY LOCATION/SQF) (0823)
4A	REPAIR/REPLACE DRINKING FOUNTAIN (SPEC LOC/TYPE/QTY)(4505)
4B	INSTALL GAS WATER HEATER (SPECIFY LOCATION/MODEL) (4595)
4C	LOCATE/REPAIR LEAK ON GAS/WATER LINE (SPEC LOC/TYPE) (4616)
4D	CLEAR OBSTRUCTION (SPECIFY LOCATION/TYPE) (4604)
4E	REMOVE FIXTURE, CAP PIPING (SPECIFY LOC/TYPE/QTY) (4651)
4F	REPLACE SINK (SPECIFY LOCATION/TYPE/QTY) (4504)
4G	REPLACE URINAL (SPECIFY LOCATION/TYPE/QTY) (4503)
4H	REPLACE WATER CLOSET (SPECIFY LOCATION/TYPE/QTY) (4502)
4I	WINTERIZE/SUMMERIZE FIELD HOUSE (SPECIFY) (4652)
4J	INSTALL GAS SOLENOLD VALVE (SPECIFY LOCATION/QTY)
<b>PLUMBING REPAIRS</b>	
4K	INSTALL WATER/AIR GAUGE (SPECIFY LOCATION/TYPE/QTY)



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

<b>PLUMBING REPAIRS</b>	
4L	INSTALL SOILWASTE (SPECIFY LOCATION/SIZE/QTY) (4535)
4O	INSTALL TEMP ELEC WATER HEATER (SPEC LOC/TYPE/QTY) (4600)
4P	INSTALL VALVE W/ PIPE (SPECIFY LOC/SIZE/LGTH/QTY) (4550)
4S	MISCELLANEOUS PLUMBING WORK (SPECIFY LOC/TYPE/QTY) (4660)
4T	REPAIR/REPLACE LEAKING HEADER BSTM (SPEC LOC/SIZE/QTY)(4525)
4V	REPAIR LEAKING FIXTURE GAS SUPPLY (SPECIFY LOC/TYPE) (4515)
4W	REPAIR LEAKING RISER (SPECIFY LOC/TYPE/MODEL/QTY) (4520)
4X	REPAIR LEAKING WASTE PIPE/FIXTURE (SPECIFY LOC/TYPE) (4530)
4Y	REPAIR LEAKING WATER SERVICE (SPECIFY LOCATION/TYPE) (4640)
4Z	REPAIR/REPLACE FAUCET (SPECIFY LOCATION/MODEL/QTY)(4570)
41	REPAIR/REPLACE FLUSH VALVE/BALLCOCK(SPEC LOC/QTY/TYPE)(4500)
42	REPAIR/REPLACE PIPE (SPEC LOCATION/TYPE/LGTH/SIZE) (4564)
43	REPAIR/REPLACE/INSTALL MIXING VALVE (SPEC LOC/TYPE)(4577)
44	REPAIR/REPLACE BUBBLER WATER FOUNTAIN (SPEC LOCATION) (4575)
45	REPAIR/REPLACE CH CARRIER RODS (SPEC LOCATION/QTY) (4606)
46	REPAIR/REPLACE FLOAT BALL (SPECIFY LOCATION/QTY) (4545)
47	REPAIR LEAKING FIXTURE WATER SUPPLY (SPEC LOCATION) (4510)
48	REPAIR LEAKING FLEX HOSE PUMP LINE (SPEC LOCATION) (4540)
49	SUPPLY/INSTALL TEMPORARY PUMP (SPECIFY LOC/TYPE/MODEL)(4635)
C1	INSTALL PERMANANT PUMP (SPECIFY LOC/TYPE/QTY) (4636)
C4	INSTALL ROUGH SUPPLY FIXTURE (SPECIFY LOC/TYPE/QTY) (4650)
<b>PUBLIC ADDRESS AND CLOCK REPAIRS</b>	
CF	REPAIR PUNCH REGISTER (FIRE ALARM) (SPECIFY LOC) (4010)
CI	INSTALL TIME RECORDER (SPECIFY LOCATION/MODEL/QTY) (4003)
CM	RELOCATE TIME RECORDER (SPECIFY LOCATION/QTY) (4001)
CP	REPAIR PROGRAM/MASTER CLOCK SYSTEM (SPECIFY MODEL) (4015)
CR	REPAIR TIME RECORDER (SPECIFY LOCATION/MODEL/QTY) (4000)
CS	REPAIR MASTER CLOCK SYSTEM (SPECIFY LOCATION/MODEL) (4025)
CT	REPAIR TOWER CLOCK (SPECIFY LOCATION/MODEL/QTY) (4040)
CW	REPAIR WALL CLOCK (SPECIFY LOCATION/MODEL/QTY) (4020)
CX	REPAIR TIME STAMP (SPECIFY LOCATION/MODEL/QTY) (4005)
CY	MISCELLANEOUS CLOCK REPAIRS (SPECIFY LOC/MODEL/QTY) (4050)
PA	REPAIR P.A. SYSTEM (SPECIFY LOCATION/MODEL) (3400)
PC	REPAIR PROGRAM CLOCK PA RACK (SPECIFY LOCATION/QTY) (3460)
PG	REPAIR TONE SIGNAL GENERATOR (SPECIFY LOCATION/QTY) (3405)
PM	REPAIR AMPLIFIER (SPECIFY LOCATION/MODEL/QTY) (3401)
PN	REPLACE LOUD SPEAKER (SPECIFY LOCATION/MODEL/QTY) (3410)
PT	REPAIR CCTV SYSTEM (SPECIFY LOCATION/MODEL) (3452)
PZ	MISCELLANEOUS PUBLIC ADD. WORK (SPECIFY LOC/TYPE/QTY)(3500)
<b>ROOF REPAIRS</b>	
RA	REPAIR STEEP ROOF ASPHALT SHINGLES (SPECIFY LOC/QTY) (1735)
RC	CAULKING (SPECIFY LOCATION/QTY) (1790)
RD	REPAIR INSULATED FLAT ROOF SLAG (SPECIFY LOC/QTY) (1730)



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

Code	Description
<b>ROOF REPAIRS</b>	
RF	REPAIR/REPLACE FLASHING (SPECIFY LOCATION/QTY) (1785)
RG	REPAIR/REPLACE GUTTER (SPECIFY LOCATION/LGTH/QTY) (1789)
RI	REPAIR INSULATED FLAT ROOF IRMA (SPECIFY LOC/QTY) (1730)
RL	LOCATE LEAK INSULATED ROOF W/SMOKE MACHINE (SPECIFY) (1765)
RO	INSTALL MODIFIED ROOFING (SPECIFY LOC/TYPE/QTY) (1775)
RR	INSTALL ROOF LEADER PIPE (SPECIFY LOCATION/QTY) (1784)
RS	REPAIR STEEP ROOF SLATE (SPECIFY LOCATION/TYPE/QTY) (1740)
RW	WATERPROOF PARAPET WALL (SPECIFY LOCATION/SIZE) (1783)
RX	MISCELLANEOUS ROOF WORK (SPECIFY LOCATION/TYPE/QTY) (1700)
<b>STAGE RIGGING/SCAFFOLDING</b>	
YC	REPAIR COIL DOOR (SPECIFY LOCATION/MODEL/QTY) (0686)
YD	INSTALL/REPAIR/REPLACE FUSIBLE LINK (SPEC LOC/QTY)(2050)
YG	INSTALL METAL ROLL-UP DOORS/GATES (SPEC LOC/TYPE/QTY)(0682)
YH	REPAIR FOLDING DOORS (SPECIFY LOCATION/QTY) (0685)
YL	REPAIR/REPLACE/REALIGN VENT (SPECIFY LOC/QTY) (0625)
YM	REPAIR STAGERIGGING (CURTAINS, SCREENS, ROPES/LINES) (0600)
YO	INSTALL SCHOOL SIGNS (SPECIFY LOCATION/TYPE/QTY) (0797)
YQ	REPAIR/REPLACE MOVIE SCREENS (SPECIFY LOCATION/QTY) (0630)
YS	ASSEMBLE SCAFFOLDING (SPECIFY LOCATION) (0201)
<b>STEAM FITTING REPAIRS</b>	
5A	REPAIR/REPLACE CAST IRON RADIATOR (SPEC LOC/QTY/MODEL)(4965)
5B	REPLACE BOILER BLOWDOWN PIPING/VALVE (SPEC LOC/SIZE)(4866)
5C	INSTALL CHEMICAL FEEDER (SPECIFY LOC/TYPE/QTY) (4816)
5D	REPAIR/REPLACE HEATING & CHILL WATER COILS (SPECIFY) (4950)
5E	REPAIR/REPLACE BOILER FEED REGULATOR (L/W CUTOFF, ETC)(4800)
5F	REPAIR/REPLACE COIL FUEL OIL HEATER (SPEC LOC/MODEL)(4911)
5G	REPAIR/REPLACE GAUGE/RELATED PIPING(SPEC LOC/SIZE/MOD)(4831)
5H	REPAIR/REPLACE COIL IN HEATING DUCT STEAM (SPECIFY) (4945)
5I	REPAIR/REPLACE TEMP REG FUEL OIL HEATER (SPECIFY) (4896)
5J	REPLACE GASKET AT FLANGE JOINT (SPECIFY LOCATION/TYPE)(4860)
5K	REPAIR/REPLACE BOILER SAFETY VALVE (SPEC LOC/MODEL) (4835)
5L	LOCATE AND REPAIR STEAM LEAK (SPECIFY LOCATION/MODEL) (4729)
5M	REPAIR/REPLACE COND TANK MAKEUP FEED (SPEC LOC/TYPE)(4799)
5N	REPAIR/REPLACE PNEUMATIC PIPING (SPEC LOC/QTY/TYPE)(4961)
5O	REPAIR/REPLACE FUEL OIL SYSTEM PIPING(SPEC LOC/TYPE)(4906)
5P	REPAIR/REPLACE PIPE (SPECIFY LOCATION/TYPE/LGTH/SIZE) (4740)
5Q	REPAIR/REPLACE BOIL FEED PIPE SHELL CONN (SPECIFY) (4810)
5R	FABRICATE BOILER TUBE ROD SET (SPECIFY LOC/TYPE/QTY) (4801)
5S	REPAIR/REPLACE SPRINKLER FLOW ALARM (SPECIFY LOC/TYPE)(4925)
5T	REPAIR/REPLACE COIL UNIVENT (SPECIFY LOC/TYPE/QTY) (4705)



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

Code	Description
<b>STEAM FITTING REPAIRS</b>	
5V	REPAIR/REPLACE VALVES (SPECIFY LOC/TYPER/QTY/SIZE) (4895)
5W	REPAIR/REPLACE WATER COLUMN DEVICES(SPECIFY LOC/MODEL)(4830)
5X	REPAIR/REPLACE TEMP VALVE DOMESTIC H/W TANK (SPECIFY)(4855)
5Y	REPAIR/REPLACE FIN PIPE CONVECTOR, HYDRONIC (SPECIFY) (4700)
5Z	REPAIR/REPLACE SPRINKLER PIPING (SPEC LOC/TYPER/QTY) (4930)
51	REPAIR/REPLACE RADIATOR CONTROL VALVE(SPECIFY LOC/QTY)(4720)
53	REPLACE THERMOSTATIC RAD TRAP (SPECIFY LOCATION/QTY) (4725)
55	MISCELLANEOUS STEAMFITTING WORK (SPECIFY LOC/TYPER/QTY)(4999)
<b>SHEET METAL WORK</b>	
SA	INSTALL ACCESS DOOR INTO DUCTWORK (SPECIFY LOC/QTY) (2082)
SB	REPAIR BOILER BREECHING (SPECIFY LOCATION/QTY) (1980)
SC	INSTALL CANVASS CONNECTION (SPECIFY LOCATION/QTY) (1945)
SG	INSTALL SAFETY GUARDS (SPECIFY LOCATION/QTY) (2000)
SH	INSTALL STEAM LINE GUARDS (SPECIFY LOCATION/QTY) (1935)
SL	INSTALL LOUVERS/GRILL (SPECIFY LOCATION/QTY) (2080)
SM	MISCELLANEOUS SHEET METAL WORK (SPEC LOC/TYPER/QTY) (2090)
SR	INSTALL RADIATOR GUARD (SPECIFY LOC/SIZE/QTY) (1925)
SV	INSTALL VENT COVERS (SPECIFY LOCATION/QTY) (2020)
CQ	ALTER DUCT WORK AS REQUIRED (SPECIFY LOC/TYPER/QTY) (2083)
<b>THERMOSTATS/TEMPERATURE CONTROLS</b>	
TA	REPLACE FILTERS - THERMOSTAT (SPECIFY LOC/MODEL/QTY) (3235)
TC	REPAIR/REPLACE THERMOSTAT (SPECIFY LOC/MODEL/QTY) (3200)
TF	REPAIR/REPLACE DAMPER REGULATORS (SPECIFY LOC/QTY) (5575)
TG	REPAIR/REPLACE AIR REGULATOR (SPECIFY LOC/MODEL/QTY) (3222)
TH	REPAIR VALVE (SPECIFY LOCATION/TYPER/SIZE/QTY) (3208)
TI	RELOCATE THERMOSTAT/AIR LINE (SPECIFY LOCATION/QTY) (3201)
TL	REPAIR AIRLINE LEAKS (SPECIFY LOCATION/QTY) (3210)
TM	MISCELLANEOUS TEMP. CONTROL WORK (SPEC LOC/TYPER/QTY)(3300)
TN	REPAIR FAN UNIT (SPECIFY LOCATION/MODEL/QTY) (3225)
TY	REPAIR DRYER (SPECIFY LOCATION/MODEL/QTY) (3220)
TZ	REPAIR/REPLACE STEAM REGULATOR (SPEC LOC/MODEL/QTY)(3206)
<b>Trucking Requests</b>	
QD	DELIVER MATERIAL (SPEC LOC/TYPER/QTY)(1600)
QF	MOVE FURNITURE (SPECIFY LOCATION/TYPER/QTY) (1400)
QG	DISPOSE OF DEBRIS (SPECIFY LOCATION/TYPER/QTY) (1501)
QL	TRANSFER SCAFFOLDING (SPECIFY LOC/TYPER/QTY) (1596)
QP	PICK UP AND DELIVER MATERIAL(SPEC LOC/TYPER/QTY/AMT)(1507)
QX	TRUCK DEBRIS (UP TO 14 CU/YD) (SPECIFY LOCATION/AMT) (1610)
<b>Water Treatment</b>	
EC	Chemical Treatment (Specify Type/Location)
<b>WINDOW SHADES</b>	
UI	INSTALL NEW WINDOW SHADE (SPECIFY LOC/TYPER/SIZE/QTY) (2604)



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## JOB TYPE DESCRIPTIONS

### Job Type Descriptions

Code	Description
	<b>WINDOW SHADES</b>
UM	MANUFACTURE WINDOW SHADES (SPEC LOC/TYPE/SIZE/QTY) (2600)
UR	REMOVE BUNDLED OLD SHADES (SPECIFY LOCATION/QTY) (2625)
	<b>WELDING/WROUGHT IRON FENCE</b>
WA	WELD AREA-WAY GRATES (SPECIFY LOCATION/QTY) (2440)
WC	WELD YARD DRAIN COVER (SPECIFY LOCATION/QTY) (2445)
WD	REPAIR/REPLACE DOOR(ASH HOIST/ELEV/FUEL VLT/COALCHUTE)(2414
WF	WELD METAL STEPS (SPECIFY LOCATION/QTY) (2450)
WG	REPAIR WROUGHT IRON GATE (SPECIFY LOCATION/QTY) (1262)
WH	WELD HINGES(ASH HOIST/ELEV/FUEL VAULT/COALCHUTE COVER)(2415
WI	REPAIR WROUGHT IRON FENCE (SPECIFY LOCATION/QTY) (1261)
WJ	WELD WROUGHT IRON GATE HINGES (SPECIFY LOCATION/QTY) (2425)
WM	MISCELLANEOUS WELDING WORK (SPECIFY LOC/TYPE/QTY) (2400)
WP	WELD PIPE (SPECIFY LOCATION/SIZE/QTY) (2405)
WR	WELD HAND RAILS (SPECIFY LOCATION/QTY) (2435)
	<b>TELEPHONES</b>
PE	REPAIR/REPLACE INTERCOM TELEPHONES (SPEC LOC/MODEL/QTY) (4400)



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## WORK ORDER TYPE

### Work Order Type

Value	Medium Description
CA	CALIBRATION
CM	CORPORATE MATERIALS
CO	CORRECTIVE MAINTENANCE
CP	CAPITAL PROJECT
CU	CUSTODIAL
DI	DIKE REPAIR
DM	DISTRICT MAINTENANCE
DR	DRILLING
DS	DESIGN
EW	ENGINEERING
FC	FIELD CONSTRUCTION
FE	FUGITIVE EMISSIONS
FI	FIELD INSPECTION
GM	GENERAL MAINTENANCE
ID	INSIDE DEVELOPMENT
IE	ELECTRICAL INSTALLATION
IG	GAS INSTALLATION
IN	EQUIPMENT INSPECTION
IW	IPIS WORK ORDER
MO	MODEL WORK ORDER (REQUIRED)
PD	PREDICTIVE MAINTENANCE (SYSTEM ASSIGN)
PM	PREVENTIVE MAINTENANCE (SYSTEM ASSIGN)
RP	REPAIR (SYSTEM ASSIGN)
SO	SHOP ORDER
SR	SERVICE REQUEST
ST	STANDING
SU	SUPPLEMENTAL (SUPPORT WORK ORDER SYSTEM ASSIGN)
TM	TEMPORARY CHANGE
UP	UNPLANNED WORK ORDER (SYSTEM ASSIGN)
VD	VANDALISM
WO	WORK ORDER



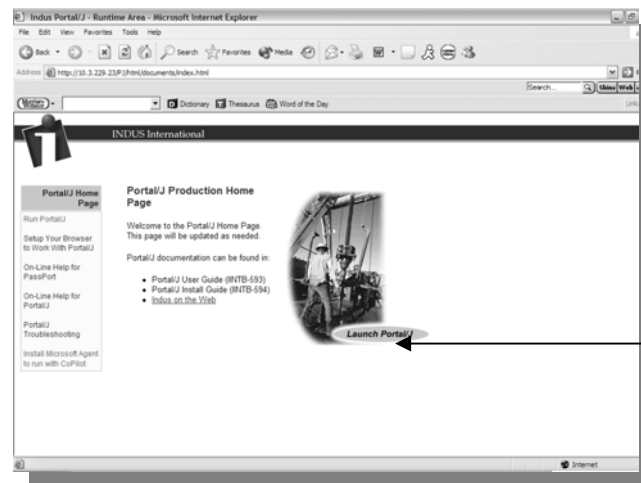
# PASSPORT STUDY GUIDE VERSION 10

## GUIDE # WM01-CU

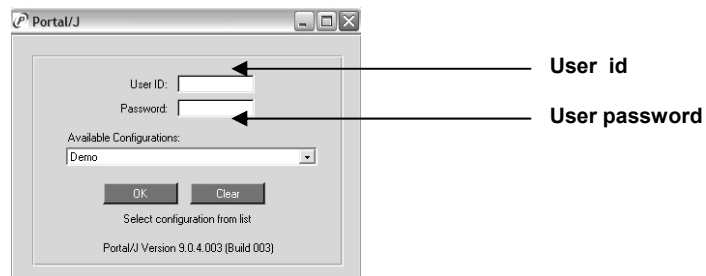
## CREATING A WORK REQUEST AT THE CUSTODIAL LEVEL

A **Work Request** is an electronic **PO18—Request for Repairs**. Almost all the information you write on a PO18 form is entered into the PassPort Work Request. The system generates the following: Work Request number (instead of the PO 18 No.), building name, address and date. It is also possible to track the status of a work request, for repair/service from original (request) status to work repair/complete status.

To sign into PassPort, click on the  Explorer icon on your desktop to open the Indus International PassPort Webpage. **Note:** PassPort users can also access this page at <http://www.opt-osfns.org/> - Click **DSF** (bottom – right of page) Click **PassPort - Portal J** (on right of page).



At the Web page, start PassPort by clicking on 'Launch Portal' on the middle of the page.



At the Portal/J sign in, enter your user identification and unique password and click the OK button.

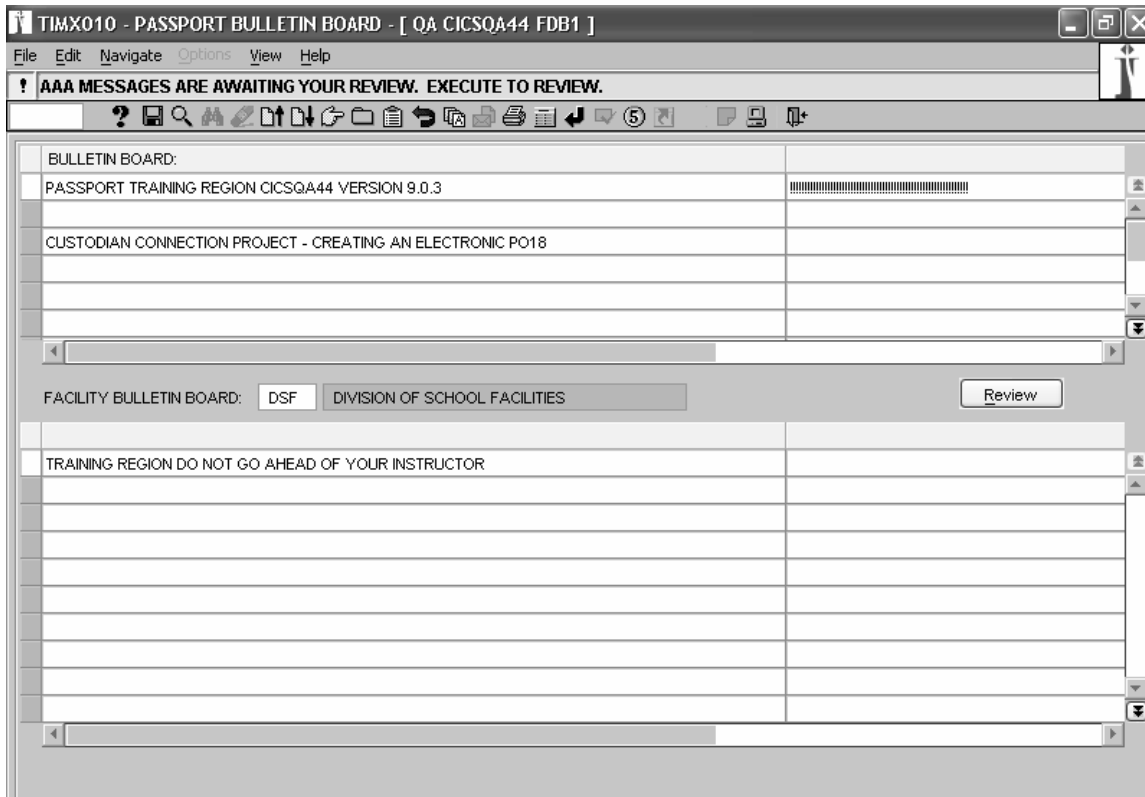



# PASSPORT STUDY GUIDE VERSION 10

## GUIDE # WM01-CU

## CREATING A WORK REQUEST AT THE CUSTODIAL LEVEL

The first screen to appear is the PassPort Bulletin Board (X010) Panel. Please pay particular attention to the Bulletin Board. This is where the latest alerts, information and notices are posted.



Click on the **Close and Save**  icon or **Press the F3 function key** to navigate directly to the Work Request (M010) panel.

### Work Request Panel Displays



# PASSPORT STUDY GUIDE VERSION 10

## GUIDE # WM01-CU

## CREATING A WORK REQUEST AT THE CUSTODIAL LEVEL

1. Enter the following information: or click in the **field** and press the F4 function key to prompt and search:

- Wrk Against** Always **defaulted** to **(E)** for equipment
- Description** trade code/district/borough/school/short description of work (10/17K189/paint fence)
- Pri** the job priority (**entered by Dep. Facilities Manager**)
- Job Type** the job type code
- PEG** **Always** TRCD and the two-digit trade code number
- Equipment** enter the school id in the **second** of the two-part Equipment field (i.e., **M116**) and press the F4 key to open the Equipment/Component DO3A panel.





# PASSPORT STUDY GUIDE VERSION 10

## GUIDE # WM01-CU

## CREATING A WORK REQUEST AT THE CUSTODIAL LEVEL

### Equipment/Component DO3A panel

Double Click  
on the Action  
Column to  
Select

Fac	Unit	Op Sys	Division	Area	Class	System	Equip Type	Equipment
✓ DSF	M	GEO-02			M116		ABLDG	M116
DSF	M	GEO-02			M116		ABLDG	M116
DSF	M	GEO-02			M116		ABLDG	M116
DSF	M	GEO-02			M116		ABLDG	M116

- Double click on the Action Column (leftmost white box on the first line) to select the school id. This will pull in **Unit** (Borough Code), **Op Sys** (School District), **Equipment** (ABLDG plus the school ID), **Class** (school campus) and **Area** (Regional Operations Center) in the Work Request panel.
- Press **Enter** on your keyboard. The school information will populate the panel.

**NOTE:** The system has generated a Work Request number.

- Click in the **Additional Description** field and enter any additional instructions for the work request.

**NOTE:** The Additional Description on the Work Request will become the Instructions on **Work Order task** when it has been assembled.

Refer to page 28-a - **Routing A Work Request for Approval**



# PASSPORT STUDY GUIDE VERSION 10

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## ROUTING A WORK REQUEST FOR APPROVAL

### To Route the Work Request for Approval

1. Click on **Options** on the menu bar.
2. Click on **#01 Attach/Review Routing Approval List**.
3. Click in the Parallel/Sequential field and select **"P"** or **"S"**.
4. In the **AAA Message** field, enter text (i.e., please approve WR...).

The screenshot shows the TIMX600 application interface. The title bar reads "TIMX600 - ATTACHED ROUTE LIST - [ QA CICSQA44 FDB1 ]". The menu bar includes "File", "Edit", "Navigate", "Options", "View", and "Help". A status bar at the top says "ENTER PASSPORTS/ALERT GROUPS TO BE INCLUDED ON ROUTE. MORE DETAIL FOR NOTES." The main form area contains several fields: "Facility:" with value "DSF", "Route Type:" with value "WR", and "Parallel/Sequential:" with value "P" (circled in red). Below these are "Route Owner Key:" (00234254) and "Key Descriptions:" (04/07X151/GIRL TOILET STALL #5 RO). The "Submission:" field is "001" and "Status:" is "NOSUBMIT". The "Alert Route List:" shows "DSF", "PM07", and "PM 07". The "AAA Message:" field contains "PLEASE APPROVE WORK REQUEST". On the right side, there are buttons for "Info Submit", "New Route", and "Bypass Curr...". At the bottom, there is a table with columns: "PASSPORT", "Fac", "Alert Grp", "All", "A", "AAA Sent Date", "Time", "Action", "Action Date", "Time", "GMT", "RB", and "Personnel Last Na". The first row shows "EMOORE2" with a checkbox in the "All" column and "MOORE" in the "Personnel Last Na" column. Below this row are several rows with question marks in the "All" column.

5. Enter the PassPort Id of the person you are forwarding the AAA.
  - If you are unsure of the user's PassPort Id, search on the person's last name. Prompt or place the cursor in the **PassPort** field and press the **F4 Function** key on the key board to navigate to the PassPort User Prompt (X21A panel).



# PASSPORT STUDY GUIDE VERSION 10

## GUIDE # WM01-CU

## ROUTING A WORK REQUEST FOR APPROVAL

Prompt to search for user id.

The screenshot shows the TIMX600 interface. At the top, it says "ENTER PASSPORTS/ALERT GROUPS TO BE INCLUDED ON ROUTE. MORE DETAIL FOR NOTES." Below this are several input fields: Facility (DSF), Route Type (W/R), Parallel/Sequential (P), Route Owner Key (00234254), Key Descriptions (04/07X151/GIRL TOILET STALL #5 RO), Submission (001), Status (NOSUBMIT), Alert Route List (DSF, PM07), and AAA Message (PLEASE APPROVE WORK REQUEST). A table with columns for PASSPORT, Fac, Alert Grp, All, A, AAA Sent Date, Time, Action, Action Date, Time, GMT, RB, and Personnel Last Na is visible. A context menu is open over the table, showing options like Cut, Copy, Paste, Delete, Select All, Prompt, More detail, and Help.

PassPort User prompt panel (X21A) is displayed.

The screenshot shows the TIMX21A interface. At the top, it says "SELECT TO RETURN PERSONNEL.PASSPORT ID." Below this are several input fields: Facility (DSF), Personnel ID, PASSPORT, Emp Name (MOO), Emp Type, Employer, Status, Dept, Resource Type, and Crew. A table with columns for Employee Last Name, FI, MI, Personnel ID, PASSPORT, Status, Type, Fac, Department, Crew, and Discipline is visible. The table contains several rows of data, with the row for MOORE (E) selected.

Employee Last Name	FI	MI	Personnel ID	PASSPORT	Status	Type	Fac	Department	Crew	Discipline
MOODY	R			RMOODY			DSF	G837		
MOONEY	K			KMOONEY2			DSF	G839		H
MOORE	D			DMOORE			DSF	G839		
<input checked="" type="checkbox"/> MOORE	E			EMOORE2			DSF	G839		
MOORE	R			RMOORE2			DSF	G837		

A. Type the first three letters of the person's last name, in the **Emp Name** field and press the enter key to populate the lower portion of the panel.

B. Place a check mark next to the person's name and press the enter key to select and navigate to previous panel.




# PASSPORT STUDY GUIDE VERSION 10

GUIDE # WM01-CU

## ROUTING A WORK REQUEST FOR APPROVAL

The screenshot shows a software interface titled "TIMX21A - PASSPORT USER PROMPT - [ QA CICSQA44 FDB1 ]". The main window contains a search form with the following fields: Facility (DSF), Personnel ID, PASSPORT, Emp Name (MOO), Emp Type, Employer, Status, Dept, Resource Type, and Crew. Below the form is a table with the following columns: Employee Last Name, FI, MI, Personnel ID, PASSPORT, Status, Type, Fac, Department, Crew, and Discipline. The table contains five rows of data, with the row for "MOORE" (Personnel ID EMOORE2, PASSPORT DMOORE) selected.

Employee Last Name	FI	MI	Personnel ID	PASSPORT	Status	Type	Fac	Department	Crew	Discipline
MOODY	R			RMOODY			DSF	G837		
MOONEY	K			KMOONEY2			DSF	G839		H
MOORE	D			DMOORE			DSF	G839		
MOORE	E			EMOORE2			DSF	G839		
MOORE	R			RMOORE2			DSF	G837		

- C. Enter "A" for approval in the alert type field.
- D. Click the **Close and Save**  icon on the tool bar to return to the previous work request panel you were working on.
- E. Click on **Options** on the menu bar and select **#02** to submit the panel for approval. The status of the Work Request will change to **H/APPR**, (Hold for Approval). This is an indication that the Work Request was successfully submitted



# PASSPORT STUDY GUIDE VERSION 10

GUIDE # WM01B-  
CU

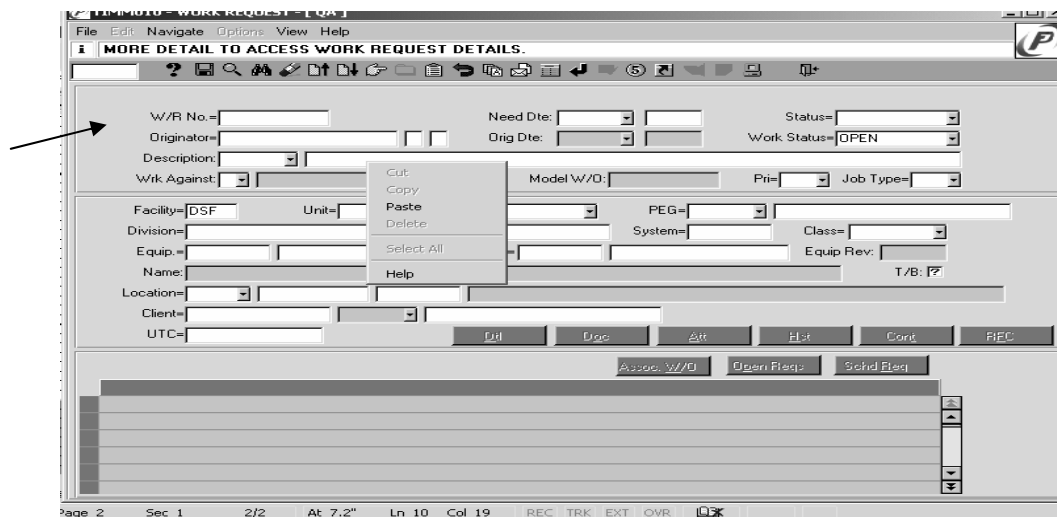
## SEARCHING FOR A WORK REQUEST

PassPort users can locate an existing electronic PO18 (Work Request) by using the search feature. Before beginning your search for a Work Request, it is important you decide on all relevant fields for your search. You can initiate a search by:

<b>Job Type</b>	two-character code that defines the type of work required (VF)
<b>Unit</b>	the Borough Code (K, X, R, Q or M) within which the school resides
<b>Op Sys</b>	the Geographical District where the school is located (GEO-16)
<b>Class</b>	the four-character school id (K243)
<b>Equipment</b>	two-part field; enter <b>ABLDG</b> in first field and school ID (K243) in second field
<b>PEG</b>	always <b>TRCD</b> and the two-digit Trade Code number (24)
<b>Discipline</b>	Department responsible for doing the work (Architecture and Engineering, Queens Area Office, etc.)
<b>W/R Status</b>	select: Original, Actioned, Approved, Cancel, Complete, etc.

**Note:** *The characters in parenthesis above are examples only!*

1. At the Work Request panel, place the cursor in the **W/R No** field and press the **F4** function key on the keyboard or Right click and select **Prompt**.





# PASSPORT STUDY GUIDE VERSION 10

**GUIDE # WM01B-  
CII**

## SEARCHING FOR A WORK REQUEST

2. A listing of Work Requests will appear. You can narrow your search by entering information in various fields (see arrows). Press the **ENTER** key to redefine your search and produce results based on your search criteria.

**TIMM01A - WORK REQUEST SELECTION PROMPT - [ QA ]**

File Edit Navigate Options View Help

**SELECT TO RETURN WORK REQUEST.**

W/R No.: [ ] Wk Stat: [ ] Job Type: [ ] W/R Stat: [ ]  
Facility: DSF Unit: [ ] Op Sys: GEO-T2 UTC: [ ]  
Division: [ ] Area: [ ] Sys: [ ] Class: [ ]  
Equip.: [ ] Comp: [ ] PCTR: [ ]  
Location: [ ] Dept: [ ] Loc Grp: [ ]  
Client: [ ] Outage: [ ]  
Need By: [ ] Def Tag: [ ] Priority: [ ]  
Project: [ ] Planner: [ ]  
PEG: [ ] Old WR: [ ] Dspln: [ ]

W/R No.	Type	Pri	Status	Need By	Description
00183908	VP		ACTIONED	09/18/03	24R001 REPAIR HANDICAP ELEVATOR & UPDAT
00183907	4A		ORIG		04/30Q905/WATER FOUNTAIN
00183906	CM	03	ORIG		30/16K243/MOVE TIME RECORDER
00183905	BD	01	ORIG		21/16K243/REPLACE BOILER GASKET
00183904	PP	03	ORIG		10/16K243/PAINT CAFETERIAL
00183903	8R	01	ORIG		08/16K243/REPAIR BRICK WALL
00183902	8P	03	ORIG		08/16K243/POINTING
00183901	8C	03	ORIG		08/16K243/REPLACE SIDEWALK
00183900	2Z	01	ORIG		02/30Q149/REPAIR SPRINKLER ALARM SYSTEM
00183899	2R	03	ORIG		02/30Q149/REPLACE FLUROESCENT FIXTURE



# PASSPORT STUDY GUIDE VERSION 10

GUIDE # WM01B-  
CU

## SEARCHING FOR A WORK REQUEST

3. Select a Work Request number. Right click on that W/R number and select More Detail or press the **F9** function key on the keyboard.

W/R No.	Type	Pri	Status	Need By	Description
00183908	VP		ACTIONED	09/18/03	24R001 REPAIR HANDICAP ELEVATOR & UPDAT
00183907	4A		ORIG		04/30Q305/WATER FOUNTAIN
00183906	CM	03	ORIG		30/16K243/MOVE TIME RECORDER
00183905	BD	01	ORIG		21/16K243/REPLACE BOILER GASKET
00183904	PP	03	ORIG		10/16K243/PAINT CAFETERIAL
00183903			IG		08/16K243/REPAIR BRICK WALL
00183902			IG		08/16K243/POINTING
00183901			IG		08/16K243/REPLACE SIDEWALK
00183900			IG		02/30Q149/REPAIR SPRINKLER ALARM SYSTEM
00183899			IG		02/30Q149/REPLACE FLUORESCENT FIXTURE




4. The Work Request Number will appear in the “W/R No.” field, on the **Work Request panel (M010)**. Press the **ENTER** key to populate the panel.



# PASSPORT STUDY GUIDE VERSION 10

GUIDE # WM01B-  
CU

## SEARCHING FOR A WORK REQUEST

5. Click on the **Close and Save**  icon to close the Work Request panel and return to the Work Request Selection Prompt **M01A** panel.
6. Repeat steps three through five to search for another request or click on the **Close and Save**  icon to close the **Work Request Selection Prompt M01A** panel.
7. When you have completed your search, exit the session by clicking on the **Exit**  icon.



# PASSPORT STUDY GUIDE VERSION 10

## GUIDE # WM01C-CU WORK REQUEST STATUS TRACKING

The Work Request Status Tracking (M012) panel is used to display the history of a Work Request. This includes the associated Work Order and Work Order Task. The most recent transaction is displayed at the top of the panel and the very first transaction is at the bottom. The following process outlines the steps to access and review this panel.

1. Enter the Work Request number, in the **W/R No** field and press the **ENTER** key to populate the panel.

The screenshot shows the TIMM010 - WORK REQUEST - [ QA CICSQA44 FDB1 ] interface. The W/R No. field is circled in red. The interface includes a menu bar (File, Edit, Navigate, Options, View, Help), a toolbar, and a main form area with various input fields and buttons.

Fields visible in the form:

- W/R No.: 00234190 (circled in red)
- Need Dte: [ ]
- Status: [ ]
- Originau: [ ]
- Orig Dte: [ ]
- Work Status: OPEN
- Description: [ ]
- Wrk Against: [ ]
- Model W/O: [ ]
- Pri: [ ]
- Job Type: [ ]
- Facility: DSF
- Unit: [ ]
- Op Sys: [ ]
- PEG: [ ]
- Division: [ ]
- Area: [ ]
- System: [ ]
- Class: [ ]
- Equip.: [ ]
- Comp: [ ]
- Equip Rev: [ ]
- Name: [ ]
- T/B: [ ]
- Location: [ ]
- Client: [ ]
- UTC: [ ]

Buttons visible at the bottom of the form:

- Assoc. W...
- Open Reqs
- Schd Req



# PASSPORT STUDY GUIDE VERSION 10

## GUIDE # WM01C-CU WORK REQUEST STATUS TRACKING

The screenshot shows a software interface for a work request. The title bar reads "TIMM010 - WORK REQUEST - [ QA CICSQA44 FDB1 ]". The menu bar includes "File", "Edit", "Navigate", "Options", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area contains several fields and buttons. The "Status" field is set to "COMPLETE" and is circled in red. Other fields include "WVR No.", "Originator", "Need Dte.", "Orig Dte.", "Description", "Wk Against", "Facility", "Unit", "Op Sys", "PEG", "Division", "Area", "System", "Class", "Equip", "Comp", "Name", "Location", "Client", and "UTC". There are also buttons for "Dt", "Dcc", "Alt", "Hst", "Cont", and "RFC". At the bottom, there are buttons for "Assoc. W...", "Open Reqs", and "Sched Req".

The example on page 33 (second screen shot), shows a completed Work Request. The Work Request and the associated Work Order Task(s) were approved, work repairs were performed, and resources have been accounted.

2. Click on the 'Assoc W' (Associated Work Order) button to navigate to the **Work Request Status Tracking (M012)** panel.

The screenshot shows a software interface for work request status tracking. The title bar reads "TIMM012 - WORK REQUEST STATUS TRACKING - [ QA CICSQA44 FDB1 ]". The menu bar includes "File", "Edit", "Navigate", "Options", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area contains a table with the following data:

Status	By	Date	WVO	Task	Related Action
COMPLETE	MADAMS2	12/15/04	00217153	01	VVO COMPLETION
ACTIONED	MADAMS2	12/15/04	00217153	01	ASSEMBLED WVR
APPROVED	MADAMS2	12/14/04			APPROVE WVR
H/APPR	MADAMS2	12/14/04			SUBMIT APPR RALIST
ORIG	MADAMS2	12/14/04			GENERATE WVR

This panel displays various stages of a Work Request. The panel displays the Work Request from its origin through completion. The most recent transaction is displayed at the top of the panel. PassPort tracks the activity of the Work Request as the status changes. Listed below are different stages of a Work Request:



# PASSPORT STUDY GUIDE VERSION 10

GUIDE # WM01C-CU



## WORK REQUEST STATUS RACKING

- **Actioned** – Work Request has been assembled into a Work Order Task
- **Approved** – Work Request has been approved
- **Cancel** – Work Request has been disapproved
- **Complete** – Work has been finalized
- **H/APPR** – (Hold for Approval), - Work Request has been submitted for approval
- **Orig** (Originator) – Work Request has been initiated, but not submitted for approval
- **Returned** – Request returned for additional information



# PASSPORT STUDY GUIDE VERSION 10

## GUIDE # WM01C-CU WORK REQUEST STATUS RACKING

- To view the Work Order associated with the Work Request (ACTIONED or COMPLETED) right click in the W/O number field and select more detail or press the **F9** function key. This will navigate you to the **Work Task Outline (M100)** panel.
- Click on the Save and Close  icon to close the panel. When you have finished your review, you may exit the system by clicking on the Exit  icon.

File Edit Navigate Options View Help

SELECT TO STEP THRU TASK PLANNING. EXECUTE TO CREATE NEW TASK.

W/O: 00217153 W/O Type= CO Status= COMPLETE 12/15/04 Execute

Title: 02/30QK222/REPAIR REPLACE CIRCUIT BREAKER

Facility= DSF Work Status= OPEN Ref ID=

Priority= 07 Dspln= Q W/O Group= Outage= GEN05 Property -

W/O Due= W/O Planner= MADAMS2 Proj= Attributes -

In Srvc= PM Early= PM Late= Schedule -

PCTR= Model W/O: Capital Estimate -

Orig W/O: Mod W/O Rev: Reimbrs: Completion - Act. Trk -

TN	SN	Status	Pri	Pro	Ins	Rsc	Mtl	Doc	Req	Tis	Ots	Qc	Com	Eq	Description
01	01	COMPLETE	07	▶	▶	▶	-	-	-	-	-	-	-	-	02/30QK222/REPA
02	02	CANCELED	07	▶	▶	▶	-	-	-	-	-	-	-	-	01/30Q222/REPAI
03	03	COMPLETE	07	▶	▶	▶	-	-	-	-	-	-	-	-	10/30QK222/REPA



# PASSPORT STUDY GUIDE VERSION 10

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## REFERENCE






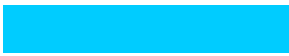
..KEYBOARD BASICS.....	37-A
..SCREEN BASICS.....	38
..PORTAL/J TOOLBAR.....	39
..GLOSSARY OF TERMS.....	40
..PROCEDURES .....	43-44
..CHANGING YOUR PORTAL/J PASSWORD.....	45
..HELP DESK .....	45



KEYBOARD

KEYBOARD – NAVIGATION



-  TAB, SHIFT KEYS
-  Caps Lock, Num Lock, Scroll Lock
-  F KEYS
-  BACKSLASH [Use for OWA-Email Access]
-  DELETE KEY
-  ENTER KEY



## KEYBOARD

  
KEY

ESC [*Escape*] KEY



Navigation Keys, BACKSPACE

Ctrl, Alt KEYS



# PASSPORT STUDY GUIDE VERSION 10

## REFERENCE

### PassPort Screen Basics

**Title Bar**

**Menu Bar**

**Command Line**

**Fields**

**Panel Identification**

**Status/Message Bar**

**Tool Bar**

**Additional Information Buttons**

**Additional Description**

#### Status Bar Indicators



Informational (white)



Warning (yellow)



Serious (red)






















# PASSPORT STUDY GUIDE VERSION 10

## REFERENCE

### PassPort Reference

#### PassPort

#### –Portal J Tool Bar

	<b>Command Line</b> Panels can be directly accessed by entering the panel number here		<b>PassPort Help</b> Launches a separate browser window that contains a PassPort Help table of contents
	<b>Field Help</b> Displays a Help Box		<b>Cancel</b> Exits the panel without saving the panel changes
	<b>Save and Close</b> Saves Panel Changes		<b>AAA-Action Awareness Alert</b> Displays messages that require your attention or information
	<b>Prompt</b> Displays a list of valid entries for the field		<b>Send Mail</b> Launches Outlook and will embed an icon of the panel you are referring to
	<b>Search</b> Searches for records making the criteria that you have entered		<b>Main Menu</b> Navigates back to the main menu
	<b>Refresh</b> Saves any panel changes and then clears the screen		<b>Enter</b> Sends any changes you have made
	<b>Page Up</b> Scrolls up records in a panel's grid		<b>Sticky Notes</b> Places a sticky note on the current panel
	<b>Page Down</b> Scrolls down records in a panel's grid		<b>Create Personal Shortcut</b> Enables you to create a shortcut for the current panel
	<b>More Detail</b> Navigates from one panel to another providing more information		<b>New Session</b> Opens a new session of PassPort without closing the present one
			<b>Logout</b> Exit a PassPort session



# PASSPORT STUDY GUIDE VERSION 10

## REFERENCE

### **GLOSSARY OF TERMS**

<b>TERMS</b>	<b>DEFINITIONS</b>
<b>PO #18 Form</b>	Original Paper Request for Repairs
<b>Facility</b>	Division of School Facilities (DSF)
<b>Unit</b>	Borough
<b>Operating System</b>	Geographic School District
<b>Class</b>	Parent Building (Campus/School)
<b>Equipment</b>	Building (School ID within the Campus)
<b>Component</b>	Specific Area within the school (i.e. Gym)
<b>Discipline</b>	Unit Responsible; Area Office (Brooklyn, Queens, Bronx) or Inspection, etc.
<b>Primary Equipment Group (PEG)</b>	Trade Code
<b>UCR</b>	Funding source code (DMP, CAP, etc.)
<b>AREA</b>	<b>ROC</b> – Source of operational support for DOE schools and facilities



# PASSPORT STUDY GUIDE VERSION 10

## PROCEDURES

Please inform these and all new users of the following procedures:

- 1) **User ids may expire every 45 days. After 45 days, users will be prompted to change their passwords in 3270 (Portal/J will not prompt) and they will not be able to use the same password.**
- 2) **Any user id not accessed for one year will be deleted. User ids not accessed for 90 days will be automatically revoked.**
- 3) **Each individual is responsible for their own user id and NO ID IS TO BE SHARED.**
- 4) **Each individual, their supervisor or project leader must notify the System Administrator via email in the event they leave the BOE, or if they are transferred to another department, so their user id can be reassigned or deleted.**
- 5) **For PASSWORDS to be reset, the HELP DESK number is 718 349-5783.**

On Monday, April 16, 2001, the minimum length for an OS/390 RACF password was increased to 5 characters. This may be any combination of letters or numbers. If you attempt to enter a new password fewer than five characters, an error message will be displayed. If you currently have a password fewer than 5 characters, the new rule will not affect you until you are required to enter a new password. This change is being mandated by the BOE auditors.

**Note: Users are responsible for knowledge of the Mayors directive #81-2 dated 6/24/1981, regarding Data Processing Security. The full text as follows:**

THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N.Y. 10007  
**DIRECTIVE TO ALL HEADS OF AGENCIES AND DEPARTMENTS**  
No. 81-2  
JUNE 24, 1981  
**ELECTRONIC DATA PROCESSING SECURITY**  
**STATEMENT OF POLICY**

The City of New York relies heavily on its electronic data processing ("EDP") systems to meet its operational, financial and informational requirements. It is essential that these systems be protected from misuse and that both the computer systems and the data that they process be operated and maintained in a secure environment.



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## PROCEDURES

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The Office of Operations and the Department of Investigation are directed to work closely with agency heads, heads of information services and Inspectors General to ensure that this is accomplished and that observations of computer fraud and misuse are reported in accordance with the requirements of Executive Order No. 16 (1978).

1. All use of City owned or leased computer systems must be for officially authorized purposes only. Agency heads shall be responsible for the proper authorization of computer utilization by their agencies and the establishment of effective use.
2. The Commissioner of Investigation shall establish City-wide standards for EDP security to ensure that programs, data files and data communications as well as City computer systems are used in compliance with this Directive.
3. The use of City computer systems for non-City consulting work or other unofficial purposes is prohibited without the written approval of the responsible agency head and the consent of the Corporation Counsel.
4. The sale of City computer system time to persons or organizations other than city employees or agencies is prohibited without the prior written approval of the responsible agency head and the consent of the Corporation Counsel.
5. All computer programs and data in City computer systems and data libraries are for the sole use of the City. All computer programs and data developed for the City by consultants to the City or provided to consultants for use in conjunction with programs or data developed for the City are the property of the City and must be promptly returned to the City upon project completion or termination, unless requested prior thereto by the agency head or the agency head's designee.
6. Copies of any programs or data may only be released from City computer systems upon written authorization of the agency head or the agency head's designee.
7. Effective immediately, all information services, contracts, leases, licenses or other information services agreements entered into by the City shall contain a provision, approved as to form by the Corporation Counsel, advising information services vendors of the City's retained property rights with respect to its information systems, programs and data and the City's requirements for EDP security, including data maintenance and return.
8. Passwords and other EDP security procedures shall be protected by individual users from unauthorized use or disclosure.
9. Employees whose employment is terminated shall return all City property and equipment used in connection with City computer systems. Such items as keys,



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identification cards and badges, portable computer and communications equipment, manuals and documentation and other materials shall be returned to the individual employee's supervisor prior to the last day of active employment. It is recommended that agency heads refer to "*Systems Security Standard No. 116*", on this subject.

10. A violation of procedures established pursuant to this Directive may result in the initiation of disciplinary procedures. Misuse of government property, including programs and data, may also be punishable by fine or imprisonment or both.

11. All City employees and vendors to the City are hereby directed to remove immediately all unofficial data files and programs from City computer systems. Questions concerning the appropriateness of a data file or computer program shall be directed to the individual employee's supervisor or to the responsible agency head.

12. This Directive shall take effect immediately.



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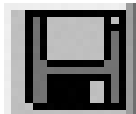
## CHANGING YOUR PORTAL/J PASSWORD

### PLEASE NOTE:

- Per Mayor's directive #81-2 dated 6/24/1981. Passwords will expire every 45 days. PassPort Portal/J users will be notified 15 days prior to expiration that their Password is about to expire
- Passwords are required to be 7 characters long.
- Password should be a combination of letters and numbers
- You must create a new password when your password expires.
- Passwords are not case sensitive.

### To change your password upon notification:

- Type your Old password in the Old Password box
- Type your new 7 character password in the New Password box
- Type your new 7 character password again
- Press the Enter key on your keyboard
- In the Message Bar, system will display the following message:  
'Password update was successful. Exit or Refresh Panel.'  
In addition, a new Expiration Date will be provided.
- PRESS F3 or CLICK SAVE and CLOSE ICON to RETURN TO THE MAIN MENU





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## CHANGING YOUR PORTAL/J PASSWORD

TYPE YOUR  
OLD  
PASSWORD

- TYPE YOUR NEW 7 CHARACTER PASSWORD TWO (2) TIMES

Figure 1

4- After a successful password update, the New Password Expiration Date is Displayed and the other password boxes are no longer available. (fig. 2)

NEW  
EXPIRATION  
DATE

Figure 2



### HELP DESK ASSISTANCE

If you need assistance call the Help Desk at (718) 349-5783 for:

Unable to Access PassPass Portal/J

Password Reset (PassPort, Central and OWA)

Hardware Problem (DOE computer with OWA)