

# Maintenance Workflow



# Equipment Maintenance Management

College of Engineering - Taif University

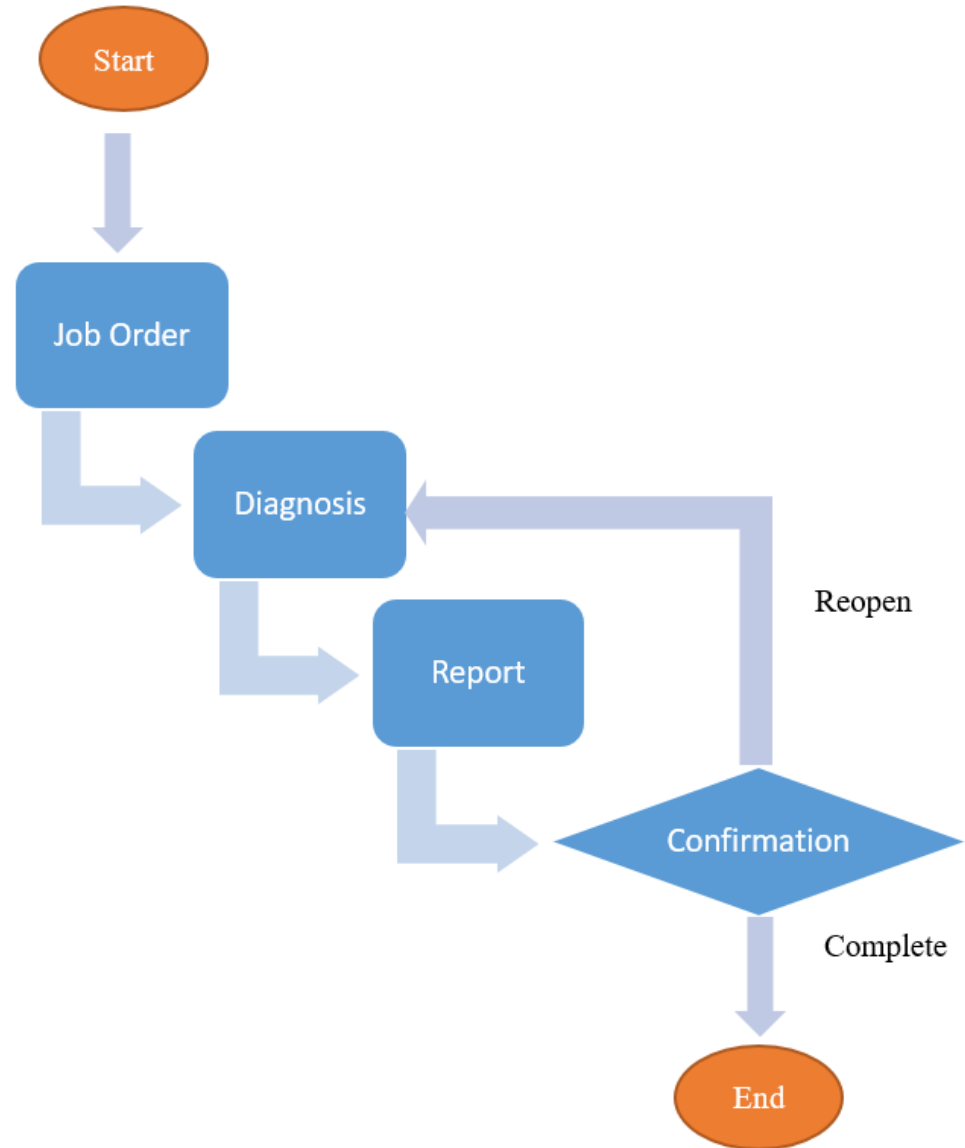
[Maintenance Requests](#)

[Periodic Preventative Maintenance](#)

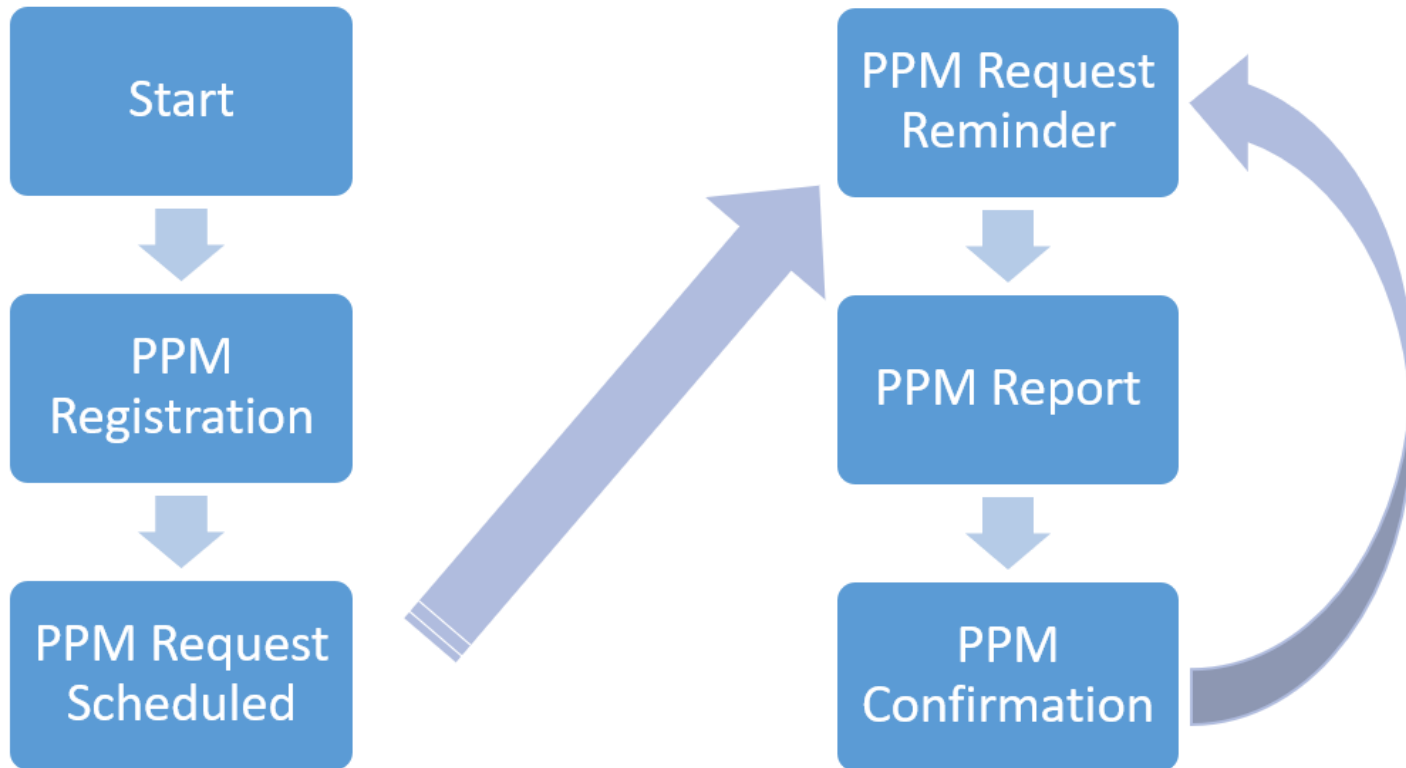
[Maintenance Reports](#)

# Job Order Workflow

---



# Periodic Maintenance Workflow



# Job Order Request

## Lab Maintenance Job-Order Request

Start a maintenance process for lab equipment by submitting this initial request. After prescreening by the corresponding lab supervisor, the request will be forwarded to the maintenance company to perform the required maintenance. You will be notified of the progress and status of your request every step of the way.

\* Required

Email address \*

Your email

Select Department \*

Choose

NEXT

Never submit passwords through Google Forms.

## Lab Maintenance Job-Order Request

\* Required

Electrical Engineering Labs

Select Laboratory \*

Choose

BACK

NEXT

Never submit passwords through Google Forms.

# Lab Maintenance Job-Order Request

\* Required

## Request Details

### Device Category

- Electronic Devices
- Scientific Devices
- Educational Devices
- Other: \_\_\_\_\_

### Device Type \*

e.g. "8086 evaluation kit", "PC", "Multimeter", "Power Supply", etc.

Your answer \_\_\_\_\_

### Device Identification \*

e.g. serial number, id tag, description to identify the device among similar devices in the same lab

Your answer \_\_\_\_\_

### Fault Description

Describe your observations about the issues hindering the normal operation of the device

Your answer \_\_\_\_\_

BACK

SUBMIT

Never submit requests through Google Forms.

# Notification Email



College of Eng. Labs <sibrahemtu@gmail.com>

tueng@outlook.com;

**New Job Order #11**

---

Dear Service Provider,

Please note that the following Job Order has been placed:

## **Job Order #11**

Requested By: [sibrahemtu@gmail.com](mailto:sibrahemtu@gmail.com)

Department: Electrical Engineering

Lab: Circuits and Measurements Lab

Device Category: Electronic Devices

Device Type: Multimeter

Device Id: MM-06

Fault Description: Doesn't measure current while on "A" setting

To update the status of this Job Order, please use the following [Report Form](#)

Thank you for your cooperation.

Best regards,

TUENG Maintenance Workflow

# Report Form

## Lab Maintenance Job Order Report

Filled by service provider in response to a Job Order Request

**\* Required**

**Email address \***

Your email

**Job Order Number \***  
(PLEASE DO NOT EDIT) Reference to the Job Order

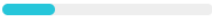
11

**Job Order Status \***

Repairs Completed

Repairs in Progress

Requested Declined

**NEXT**  Page 1 of 4

Never submit passwords through Google Forms.

## Lab Maintenance Job Order Report

### Fixed Spare Parts

List any spare parts already fixed

**Fixed Spare Part 1**

Your answer

**Fixed Spare Part 2**


Your answer

**Fixed Spare Part 3**

Your answer

**Fixed Spare Part 4**

Your answer

**BACK** **NEXT**  Page 3 of 4

Never submit passwords through Google Forms.



# Lab Maintenance Job Order Report

## Needed Spare Parts

List any needed spare parts

Needed Spare Part 1

Your answer

Needed Spare Part 2

Your answer

Needed Spare Part 3

Your answer

Needed Spare Part 4

Your answer

BACK

NEXT

Page 2 of 4

Never submit passwords through Google Forms.

# Lab Maintenance Job Order Report

\* Required

## Submit Report

Summary \*

Your answer

Service Provider Name \*

Your answer

A copy of your responses will be emailed to the address you provided.

BACK

SUBMIT

Page 4 of 4

Never submit passwords through Google Forms.

# Confirmation Request Email



College of Eng. Labs <sibrahemtu@gmail.com>

sibrahemtu@gmail.com; ...

Confirm Job Order #11

Dear [sibrahemtu@gmail.com](mailto:sibrahemtu@gmail.com),

The Service Provider needs your confirmation in order to close the following Job Order:

## Job Order #11

Requested By: [sibrahemtu@gmail.com](mailto:sibrahemtu@gmail.com)

Department: Electrical Engineering

Lab: Circuits and Measurements Lab

Device Category: Electronic Devices

Device Type: Multimeter

Device Id: MM-06

Fault Description: Doesn't measure current while on "A" setting

## Report

Service Provider: [sibrahemtu@tu.edu.sa](mailto:sibrahemtu@tu.edu.sa)

Fixed Part: Fuse replaced

Service Summary: Replaced a blown fuse. Repair complete

To confirm or reopen the the job order, please use the following [Confirmation Form](#)

Thank you for your cooperation.

Best regards,

TUENG Maintenance Workflow

# Faculty Response

---

## Lab Maintenance Job Order Confirmation

Confirming a lab maintenance closes the job order. If you are not satisfied with the repairs, you may reopen the job order.

\* Required

Email address \*

Your email

Job Order Number \*

(PLEASE DO NOT EDIT) This field must contain a valid job order number

11

Summary \*

Your answer

Repair Status \*

- Complete
- Partial
- None

Close Job Order \*

If you choose no, the job order will be reopened and the service provider will be notified.

- Yes
- No

Send me a copy of my responses.

SUBMIT

Never submit passwords through Google Forms.

# Notification of Faculty Response



College of Eng. Labs <sibrahemtu@gmail.com>

Reopened Job Order #11

Dear Service Provider,

The service requester has reopened the following Job Order:

## Job Order #11

Requested By: [sibrahemtu@gmail.com](mailto:sibrahemtu@gmail.com)  
Department: Electrical Engineering  
Lab: Circuits and Measurements Lab  
Device Category: Electronic Devices  
Device Type: Multimeter  
Device Id: MM-06  
Fault Description: Doesn't measure current while on "A" setting

## Report

Service Provider: [sibrahemtu@tu.edu.sa](mailto:sibrahemtu@tu.edu.sa)  
Fixed Part: Fuse replaced  
Service Summary: Replaced a blown fuse. Repair complete

## Reopened

Reopened By: [sibrahemtu@gmail.com](mailto:sibrahemtu@gmail.com)  
Summary: Still not working  
Status: None



College of Eng. Labs <sibrahemtu@gmail.com>

Closed Job Order #11

Dear Service Provider,

The service requester has confirmed and closed the following Job Order:

## Job Order #11

Requested By: [sibrahemtu@gmail.com](mailto:sibrahemtu@gmail.com)  
Department: Electrical Engineering  
Lab: Circuits and Measurements Lab  
Device Category: Electronic Devices  
Device Type: Multimeter  
Device Id: MM-06  
Fault Description: Doesn't measure current while on "A" setting

## Report

Service Provider: [sibrahemtu@tu.edu.sa](mailto:sibrahemtu@tu.edu.sa)  
Fixed Part: Fuse replaced  
Service Summary: Replaced a blown fuse. Repair complete

## Confirmation

Confirmed By: [sibrahemtu@gmail.com](mailto:sibrahemtu@gmail.com)  
Summary: Thank you  
Status: Complete

# Website

<https://sites.google.com/view/tuengm/>