



Work Instruction

Requesting a Rework

The *Rework* feature is used to have work re-done, only if the work was not completed satisfactorily. Reworks are used at the *trade* level and can be applied to all classes of jobs. Reworks are undertaken by the Facilities Manager at no cost to the client.

To **request a rework**, complete the following steps:

1. Long left-click on the required job to access the Quick Menu.
2. Select Rework. (**Note:** The *Rework Details* window is displayed. Refer example below).
3. Complete the red mandatory fields. Key fields will be greyed out and cannot be amended.
4. Click the button or to exit or to print.

Rework Details

Original Job No

Org Job Details

PREFER AIR CON SERV/LARGE CHILLER 2/NOT STARTING IN MAIN PLANT ROOM G BLOCK

Rework Details

Job Priority

Required Trade

Attend By

Contact Name

Contact Phone