



# MAINTENANCE OPERATIONS STANDARD PRACTICE

Work Order Standard  
Operating Practice

INSTRUCTION  
NUMBER: 75-0014

## Creating Branch Operations Type Work Order

When creating a Branch Operations Work order type be sure to use your applicable branch ID as the asset number. Always utilize non-technical staff for these operations when possible.

### Drivetime Operations

Labor Operation Description	Operation Number	Detail
DRIVETIME (Field Locations)	BOL001	DRIVETIME OPERATIONS are used to document the various purposes of drive times to and from various locations. When logging drivetimes onto the Daily Work Order Log, The technician/mechanic is responsible to specify the applicable labor operation number, the actual clock times going to and from a location, a total labor time, and a brief description of the details pertaining to the trip. Without this information no labor time will be given.
DRIVETIME ( Item Pick Up &/or Delivery)	BOL002	
DRIVETIME (Transport Equipment)	BOL003	
DRIVETIME (Company Travel)	BOL004	
DRIVETIME - Generic Labor Operation	BOL005	

### Shipping & Receiving Operations

Labor Operation Description	Operation Number	Detail
S&R (Loading &/or Unloading Equipment)	BOL006	S&R OPERATIONS are used to document shipping and receiving related labor times When a technician/mechanic logs a S&R related labor time operation onto their Daily Work Order Log, He or she is responsible to specify the applicable labor operation number, The actual clock times spent on a specific operation, a total labor time, and a brief description of the specific operation details. Without this information no labor time will be given.
S&R (Loading &/or Unloading Packages)	BOL007	
S&R (Packaging Items to Be Shipped)	BOL008	
S&R - Generic Labor Operation	BOL009	

### Safety Operations

Labor Operation Description	Operation Number	Detail
SAFETY - Online Training	BOL010	SAFETY OPERATIONS are used to document safety related labor times. When a technician/mechanic logs a safety related labor time operation onto their Daily Work Order Log, He or she is responsible to specify the applicable labor operation number, The actual clock times spent on a specific operation, a total labor time, and a brief description of the specific operation details. Without this information no labor time will be given.
SAFETY - Inspection	BOL011	
SAFETY- Monthly Facility Inspection	BOL012	
SAFETY - Quarterly Facility Inspection	BOL013	
SAFETY - Meetings	BOL014	
SAFETY - Generic Labor Operation	BOL015	





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### Field Operations

Labor Operation Description	Operation Number	Detail
FIELD- Restock Truck W/ Supplies	BOL016	FIELD OPERATIONS are used to document field related labor times when a technician/mechanic is required to be on a location but is unable to work, performs a generic field labor operation, etc. When logging field operation labor times onto the Daily Work Order Log, The technician/mechanic is responsible to specify the applicable labor operation number, The actual clock times spent on a specific operation, a total labor time, and a brief description of the specific operation details. Without this information no labor time will be given.
FIELD- Equipment Rig Up On Location	BOL017	
FIELD- Equipment Rig Down On Location	BOL018	
FIELD- WAITING ON LOCATION &/or STANDBY TIME	BOL019	
FIELD- Generic Labor Operation	BOL020	

### Building Maintenance Operations

Labor Operation Description	Operation Number	Detail
Building Maintenance - Repair	BOL021	BUILDING MAINTENANCE OPERATIONS are used to document building maintenance related labor times. When a technician/mechanic logs a building maintenance related labor time operation onto their Daily Work Order Log, He or she is responsible to specify the applicable labor operation number, The actual clock times spent on a specific operation, a total labor time, and a brief description of the specific operation details. Without this information no labor time will be given.
Building Maintenance - Maintenance	BOL022	
Building Maintenance - Inspection	BOL023	
Building Maintenance - Clean	BOL024	
Building Maintenance - Generic Labor Operation	BOL025	

### Research & Development Operations

Labor Operation Description	Operation Number	Detail
R&D - Training	BOL026	R&D OPERATIONS are used to document research and development related labor times. When a technician/mechanic logs a building maintenance related labor time operation onto their Daily Work Order Log, He or she is responsible to specify the applicable labor operation number, The actual clock times spent on a specific operation, a total labor time, and a brief description of the specific operation details. Without this information no labor time will be given.
R&D - Fabrication (Non-Repetitive)	BOL027	
R&D - Testing & Inspection	BOL028	
R&D - Design & Spec.	BOL029	
R&D - Planning Meeting	BOL030	
R&D - Generic Labor Operation	BOL040	

