Attachment 1: Work Flow Diagram

PM submits service request to Work Control:

https://www.wm.edu/offices/facilities/work orders/index.php /workorder.php

Work Control generates a Work Order (WO) and forwards it to the Director, EH&S

Director, EH&S selects an environmental testing firm on contract w/Virginia and forwards service request and work order to environmental testing firm

Environmental testing firm assigns a project manager and/or technician to perform work and coordinates with PM to conduct services

The environmental sampling/monitoring firm notifies EH&S Director when work is completed. The EH&S Director will verify work completion w/ FM project manager.

Environmental sampling/monitoring firm sends a report of sampling results to Director, EH&S who then ensures the PM receives a copy and files record copy

Vendor invoice provided to Director EH&S who then obtains PM approval for charges.

Director, EH&S signs invoice & submits to FM Accounting for payment processing.

Posts invoice charges in WO.