



POLICY AND PROCEDURE
NAME: SHOP REPAIR ORDERS

CITY OF MARTENSVILLE
NUMBER: 27/92

1. **PUROPOSE:** The Shop Repair Orders are completed to provide:
 - a) Repair cost history for each Town vehicle/equipment.
 - b) Preventive maintenance record for each Town vehicle/equipment.
 - c) Amount of time the Mechanic spends on actual vehicle/equipment repair, listing time for each repair function.
 - d) Amount of Service Department costs for Labour and Shop Supplies which are actually made on behalf of other departments.

2. **COMPLETION**
 - a) The mechanic shall complete all copies of the Shop Repair Order, for all vehicle/equipment repair work, as follows:
 - i) Labour: an itemized list of work performed and the hours spent.
 - ii) Shop Supplies: amount of oil used out of general inventory. Other shop supplies shall be calculated at a percentage of labour cost.
 - iii) Parts: List of parts purchased specifically for the repair work.

 - b) The Superintendent shall complete the 2nd and 3rd copy of the Shop Repair Order to calculate the:
 - i) Labour cost based on the hourly wage rate including benefits.
 - ii) Shop Supplies used, which shall be at the (10) percent of the total labour cost. Oil shall be calculated as actual amounts used.
 - iii) Parts purchased based on invoiced prices.



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3. EXPENSE ALLOCATIONS

- a) Labour shall all be expensed to the Service Department Mechanic Salary expenditure code.
- b) Shop Supplies including oil, shall all be expensed to the Service Department expenditure code.
- c) Parts shall all be expensed to the appropriate vehicle/equipment repair expenditure code, for which the parts were specifically purchased.

4. COMPLETED FORM ROUTING

- a) The original completed Shop Repair Order shall be filled in the repair file maintained by the Mechanic for each vehicle/equipment.
- b) The second copy of the completed Shop Repair Order shall be retained in a sequential file maintained by the Director of Public Works.
- c) The third copy of the completed Shop Repair Order shall be directed to the appropriate Department Director for the vehicle/equipment repaired.

5. REPORTS The Superintendent shall monthly provide the following reports to the Public Works Committee:

- a) Shop Repair Order sequential file.
- b) A summary totaling the previous month Shop Repair Order totals for Labour, Shop Supplies and Parts cost.

COUNCIL ADOPTING RESOLUTION:

#774/921229
#573/931228

DATE: December 29,1992
DATE: December 28, 1993