### Service Requests for repairs resulting from an inspection from an AHJ, compliance regulatory agency, or outside vendor - UFR

**SOP U1a**

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Verify correct information on a SR so the zone can efficiently prioritize the work</th>
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<tbody>
<tr>
<td>When:</td>
<td>Reviewing and/or Submitting a SR in Maximo for repairs as a result of an inspection from any compliance regulatory agency or Authority Having Jurisdiction or outside vendor performing inspections on anything related to compliance</td>
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<td>Who:</td>
<td>Unit Facility Representative</td>
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</table>

#### Resources to Complete Tasks

| A computer | A Maximo account, with UFR access |

#### 1. While following SOP U1 or U2, verify the following information is provided on the SR:

- **Summary field naming convention:**
  - “OFPC - request info” *(if the request is from the Office of Fire Protection Control)*  
  - Example: “OFPC - back fire door not closing and latching”  
  - OR
  - “T&I – request info” *(if the request is from the Testing & Inspection group)*

- **Long Description:**
  - Additional information as needed.

- **Classification:** Repair, Maintenance, Service

- **Service:** REGCOMP

- **Priority:** 40

- **Target Finish Date:** 30 days from reported date

**Priority & Target Finish Date will automatically populate when the Service of REGCOMP is selected. Revising the date is not necessary.**

#### 2. Important: As of January 12, 2015, local governments can fine up to $1,000 per day for not complying with an order to remedy violations within 30 days.

**The Result Will Be:**

Appropriate information will be provided on a Maximo service request for repairs needed as a result of a compliance related inspection before sending the SR to the zone.