

Olin College of Engineering

MACHINE SHOP WORK ORDER

Work Orders are used to track jobs submitted to the machine shop for fabrication by machine shop personnel and are required for all fabrication requests. Workorder submission policy is very simple and straightforward, please follow the instructions below.

Workorder Submission Instructions

- 1. Consult with Bruce , David or Estuardo before submitting a work order.**
- 2. We will not process work orders without a consultation and approval by one of the above.**
3. All materials must be provided by the requestor.
4. A hardcopy detail drawing of the part(s) must accompany the work order.
5. Specify the quantities for each part on the part drawing.
6. Place your parts in a subfolder with name specified below in the *\\Stufac\Machine Shop Drop Box\Current Semester and year*
7. Fill out the fields below *indicates required.
8. Allow a minimum of 5 working days for completion.

*Requestor:						Approved:
*Date Received:			*Requested Due Date:			
*Course:						
*Course Instructor:						
*Folder Name:						
*Your Training Level:	Green Machines	Lathe	Mill	CNC Mill	Welding	Sheet Metal

Comments / Special Instructions

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