

## College of Agriculture, AREC Field and Greenhouse Work Order Request

Section: Governance, Organization, General

Subsection: Facilities

Date: May 2, 2025

Responsible Party: AREC Director / Superintendent

### Introduction:

The Agricultural Research and Education Center (AREC) is dedicated to supporting high-quality research and education. This Work Order Request form is designed to help faculty efficiently request assistance from AREC staff for field plot and greenhouse-research and teaching related activities. Please complete this form accurately and thoroughly to ensure that your request is processed promptly and effectively. The AREC Director/Superintendent will review your request and assign tasks to the appropriate team.

### Guidelines for Submitting a Work Order Request Procedure:

1. **Download the Form:** Download the "AREC Field and Greenhouse Support Request (FGS Request)" form from [link to form].
2. **Complete All Required Fields:** Ensure that all required fields are filled out completely and accurately. Incomplete forms may be delayed in processing.
3. **Provide Detailed Information:** The more detailed information you provide, the better AREC staff can understand your needs and fulfill your request. In particular:
  - For field plot requests, clearly indicate the specific location (field/plot number), the tasks required (e.g., tilling, herbicide application), and any special instructions.
  - For greenhouse requests, specify the desired environmental parameters (temperature, light photoperiod, etc.) and the duration of the experiment.
  - For routine maintenance/support, provide a detailed description of the issue or task.
4. **Specify Timeline and Urgency:** Please provide a realistic target completion date. If your request is urgent, clearly indicate the urgency level and provide a justification.
5. **Submission:** Once the form is completed, submit it according to the instructions provided on the form (e.g., email to the AREC Director/Superintendent).
6. **Review Process:** The AREC Director/Superintendent will review your request and respond within [10] business days. You will be notified of the status of your request and any relevant information.
7. **Communication:** For any questions or clarifications regarding your work order request, please contact the AREC Director/Superintendent directly.